



# Nikiwe Buthelezi

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm currently looking for a receptionist job.

I believe that i can do better in that position because of my communication skills and friendliness towards people and i'm always looking forward in building a great relationship between my self and everyone around.

I have my matric and a diploma in office administration but i currently have no experience in administration but i am willing to take any chance i get to learn more different skills in this field of study.

It will be such a great honor to be given a chance.

Preferred occupation	Reception Hotel jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1999-08-25 (25 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2018.12 iki 2019.12</b>
Company name	Cedar paints
What you did at this job position?	Helping in administrative tasks, cleaning and directing customers around the store.

## Education

Degree	Diploma
Educational institution	Pinetown Institute of Technology
Educational qualification	Diploma in Office Administration, NQF level 06
I could work	I could work at reception or as a general worker

### Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	very good

### Computer knowledge

Familiar with MS Word, Power Point and Excel

### Additional information

Your hobbies	Baking, reading books and playing huge role in a community youth organisation.
Driver licenses	None
Salary you wish	4500 R per month
How much do you earn now	0.00 R per month