



# Nondumiso Shandu

Curriculum Vitae (CV)

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

Currently looking for a job as a secretary. I have obtained my secretarial skills at an institution in Stanger , Avuxeni Computer Academy. Unfortunately I'm inexperienced but I'm willing to learn and gain experience. I have impeccable verbal skills.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	2004-04-15 (20 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Education

Educational period	<b>nuo 2023.03 iki 2023.11</b>
Degree	Certificate
Educational institution	Avuxeni Computer Academy
Educational qualification	Secretarial Skills
I could work	As an administrator/secretary/clerk

## Languages

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

## Computer knowledge

Internet and Email

I'm familiar with the following:

**Additional information**

Microsoft Word  
Your hobbies

Learning coding and creating websites online.

Microsoft Excel  
Driver licenses

None

Microsoft Outlook  
Salary you wish

3500 R per month