



# Namhla Fana

Curriculum Vitae (CV)

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

Secretary

Shop assistant

Receptionist

Data capture

A good working environment

Supportive and encouraging space of work

Preferred occupation                      Personal assistant  
Administrative jobs

Preferred work location                      Cape Town  
Western Cape  
  
Southern Suburbs  
Western Cape

## Contacts and general information about me

Gender    Female

Residential location                              Cape Town  
Western Cape

Telephone number                                *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
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## Education

Educational period                                **nuo 2021.08 iki 2023.06**

Degree    Certificate

Educational institution                              Northlink College

Educational qualification                              Management Assistant

Educational period                                **nuo 2016.01 iki 2017.12**

Degree    Grade 9

Educational institution                              Peak View High

Educational qualification                              Grade 8- Grade 9

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2018.01 iki 2020.11</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | Fezeka Secondary School        |
| Educational qualification | Grade 12 Bachelor              |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiXhosa | fluent         | fluent              | fluent        |
| English  | good           | good                | very good     |

### Computer knowledge

Ms Office (word)  
Excel sheet  
OneNote

### Additional information

|                 |                                  |
|-----------------|----------------------------------|
| Your hobbies    | Reading<br>Writing<br>Travelling |
| Driver licenses | None                             |
| Salary you wish | 3000 R per month                 |