



# Nomcebo Zitha

Curriculum Vitae (CV)

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

I Nomcebo Zitha thank you for the opportunity i hope im the best candidate for this job advertised because my expirience matches..i hope to hear fro you soon.

Preferred occupation	Receptionist Administrative jobs
	Filing clerk Administrative jobs
Preferred work location	Lydenburg Mpumalanga

## Contacts and general information about me

Day of birth	1999-11-26 (25 years old)
Gender	Female
Residential location	Mbombela / Nelspruit Mpumalanga
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 2022.01 iki 2023.01</b>
Company name	Otsurance
You were working at:	Sales representative
Occupation	sales
What you did at this job position?	i was a sales rep helping our clients with policies

## Education

Educational period	<b>nuo 2020.02 iki 2023.01</b>
Degree	Diploma
Educational institution	Ehlanzeni tvet college
Educational qualification	Management Assistant
I could work	as a Clerk ,Receptionist ,office assistant,personal assistant and anything related to office work

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	fluent

**Computer knowledge**

Ms Office

Ms Excel

Ms powerpoint

**Conferences, seminars**

n/a

**Recommendations**

Contact person	selby mashego
Occupation	Mine
Company	shanduka coal
Telephone number	0715088784
Email address	selby@gmail.com

**Additional information**

Your hobbies	Drawing Reading Novels Excesising
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-08-00 (5 years)
Salary you wish	30000 R per month
How much do you earn now	15000 R per month