



# Cebile Sinelile Ndlovu

Curriculum Vitae (CV)

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

General worker ( warehouse duties)

I am a hard working person.

I have strong communication skills ,I collaborate well with colleagues.

I have good time management and I prioritize tasks.

Positive attitude even in challenging situations.

Preferred occupation	Receptionist Administrative jobs
	Generals General jobs
	Shop assistants Retail, store jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1987-06-01 (37 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 2021.06 iki 2023.06</b>
Company name	Ethekwini Municipality
You were working at:	Filing clerk
Occupation	Principal Clerk Intern
What you did at this job position?	Creating and maintaining files that are due for disposal. Control the movement of files.Referencing and management of electronic documents. Effective handling of incoming and outgoing correspondence. Typing of minutes. Arranging and scheduling meetings.

Working period **nuo 2021.01 iki 2021.06**  
 Company name Department of Health  
 You were working at: Switchboard operator  
 Occupation Administration Clerk Intern  
 What you did at this job position? Answering of incoming and outgoing calls. Compile monthly reports to head office on labour issues. Exercising stock control of items. Filling of financial statements. Reconciling invoices.

Working period **nuo 2019.11 iki 2020.12**  
 Company name Pep stores  
 You were working at: Shop assistants  
 Occupation General Assistant  
 What you did at this job position? Clean stockroom. Assist customers. Pick up stock on the floor. Ensuring that all departments are clean and full with stock. Resolving customers complaints. Assist with in store security to minimize stock loss. assist with the sales related duties at cash register.

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

**Computer knowledge**

- Microsoft Word
- Emails
- Excel
- Power point
- Typing

**Conferences, seminars**

I haven't attend conferences it was only work related meetings.

**Recommendations**

Contact person Mrs Grace Sithole  
 Occupation Supervisor  
 Company Ethekwini Municipality  
 Telephone number 0313227051  
 Email address Grace.sithole@durban.gov.za

Contact person	Mrs Silindile Zulu
Occupation	Supervisor
Company	Department of Health
Telephone number	0833178590
Email address	Slindile.zulu@kznhealth.gov.za

Contact person	Sfundo Ngema
Occupation	Supervisor
Company	Pep stores
Telephone number	0827322050
Email address	Sfundongema@gmail.com

#### **Additional information**

Your hobbies	Computer programming Cooking Hiking Reading
Driver licenses	None
Salary you wish	R7 000.00 R per month
How much do you earn now	R0.00 R per month