



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2021.06 iki 2023.06
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