



Kholeka Ndwandwe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Any admin jobs

Shop assistant

Personal assistance

Data capturing

I am actually looking for any occupation

Preferred occupation

Government jobs

Government jobs

Sales administrator

Sales jobs

Shop assistants

Retail, store jobs

Administrators

Administrative jobs

Filing clerk

Administrative jobs

Jobs for students

Student jobs

Receptionists

Hotel jobs

Preferred work location

Durban City

KwaZulu-Natal

Umtata / Mthatha

Eastern Cape

East Rand

Gauteng

Johannesburg

Gauteng

Butterworth

Eastern Cape

Contacts and general information about me

Day of birth

2001-09-29 (23 years old)

| | |
|----------------------|---|
| Gender | Female |
| Residential location | East Rand Gauteng |
| 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 2020.04 iki 2020.12 |
| Company name | Save more supermarket |
| You were working at: | Sales person |
| Occupation | Store assistant |
| What you did at this job position? | I was assisting people with ATM, placing pricing labels on products, welcoming customers |
| Working period | nuo 2023.07 iki 2023.09 |
| Company name | Department of Social development |
| You were working at: | Administrators |
| Occupation | Work intergrated learning |
| What you did at this job position? | Data capturing, filling, photocopying, compiling reports, unswearing calls, recruitment |

Education

| | |
|---------------------------|---|
| Educational period | nuo 2021.01 iki 2023.12 |
| Degree | Diploma |
| Educational institution | Walter Sisulu University |
| Educational qualification | Public management |
| I could work | At home affairs, Sassa, Social development or any sector with an administration |

Languages

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

Computer knowledge

Microsoft word, Microsoft Outlook, Microsoft excel

Recommendations

| | |
|------------------|----------------------------------|
| Contact person | Ms N Limba |
| Occupation | Clerk |
| Company | Department of Social development |
| Telephone number | 078 0354860 |

| | |
|------------------|-------------------------|
| Contact person | Ms S Nzimande |
| Occupation | Save more colleague |
| Company | Save more supermarket |
| Telephone number | 0787913465 |
| Email address | sbonzimande13@gmail.com |

Additional information

| | |
|--------------------------|---|
| Your hobbies | Community involvement, reading, writing, travelling |
| Driver licenses | None |
| Salary you wish | 5000 R per month |
| How much do you earn now | 3000 R per month |