



# Nomfundo Duma

Curriculum Vitae (CV)

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

I'm a 25 year old former student of Public management at lovedale Tvet college, Done my 18 months In-service training at the Department of community safety currently waiting for my diploma. I would appreciate any opportunities that I'm being given as I want to be more experienced in the working field. I'm a very hard worker, a good listener , I am good when it's comes to working in groups. I have good communication , Computer and administrative skills, I can speak English, isiXhosa and isiZulu fluently.

Kindly contact me if you have any positions available for me.

Preferred occupation	Filing clerk Administrative jobs
	Government jobs Government jobs
	Cashiers Retail, store jobs
Preferred work location	Bhisho Eastern Cape

## Contacts and general information about me

Day of birth	1999-02-10 (25 years old)
Gender	Male
Residential location	Bhisho Eastern Cape
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 2022.06 iki 2023.12</b>
Company name	Department of community safety
You were working at:	Government jobs
Occupation	Work-intergrated-Leaner (WIL)
What you did at this job position?	Administration

**Education**

Educational period                    **nuo 2019.06 iki 2021.06**  
Degree                                      Certificate  
Educational institution                Lovedale Tvet College  
Educational qualification              Public management N6  
I could work                                Administrative clerk

Educational period                    **nuo 2015.01 iki 2021.06**  
Degree                                      Grade 12 / Matric  
Educational institution                Vukuzakhe High School

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

**Computer knowledge**

Ms Word

Ms Excel

**Additional information**

Driver licenses                          None  
Salary you wish                          R8000.00 R per month