



# Thembelihle Ngubane

Curriculum Vitae (CV)

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

Office admin

Personal Assistant

General work

Sales assistant

Cleaner

Preferred occupation Administrators  
Administrative jobs

Preferred work location KwaZulu-Natal

## Contacts and general information about me

Day of birth 1998-02-13 (26 years old)

Gender Female

Residential location Pietermaritzburg  
KwaZulu-Natal

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
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## Work experience

Working period **nuo 2020.01 iki 2021.08**

Company name Nkandla High school

You were working at: Administrators

Occupation Office admin

What you did at this job position? Admin assistant

Working period **nuo 2023.05 iki 2024**

Company name Skipper bar

You were working at: Shop assistants

Occupation Retail

What you did at this job position? Sales assistant

**Education**

Educational period                    **nuo 2011.01 iki 2015.12**  
 Degree                                      Grade 12 / Matric  
 Educational institution                Hlangabeza High school  
 Educational qualification              Matric  
 I could work                                General work

Educational period                    **nuo 2017.01 iki 2017.12**  
 Degree                                      Certificate  
 Educational institution                Umgungundlovu Tvet college ( umsunduzi)  
 Educational qualification              Public Management N5  
 I could work                                Admin office, personal Assistant etc

Educational period                    **nuo 2019.01 iki 2019.12**  
 Degree                                      Certificate  
 Educational institution                Umfolozi tvet college (Nkandla campus)  
 Educational qualification              Public management N6  
 I could work                                Office admin, Reception etc

**Languages**

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

**Additional information**

Salary you wish                         R7000 R per month  
 How much do you earn now         R6300 R per month