



# Ntombizandile Nqabeni

Curriculum Vitae (CV)

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

I am looking for something in the administrative sector may it be reception, front desk agent or general admin as i have experience of three years in admin.

Preferred occupation	Claims manager Administrative jobs
	Shop assistants Retail, store jobs
	Front Desk Agent Administrative jobs
Preferred work location	Western Cape

## Contacts and general information about me

Day of birth	1994-08-06 (30 years old)
Gender	Female
Residential location	Cape Town Western 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 2015.01 iki 2016.12</b>
Company name	Eastern cape department of health
You were working at:	Recruitment professional
Occupation	HR Intern
What you did at this job position?	recruiting candidates on contract and permanent basis
Working period	<b>nuo 2017.10 iki 2020.12</b>
Company name	ShopriteCheckers group
You were working at:	Pickers, packers
Occupation	Merchandiser
What you did at this job position?	update labels, change prices, stock counting, cleaning shelves

Working period **nuo 2021.11 iki 2022.10**  
 Company name Dischem Pharmacies  
 You were working at: Shop assistants  
 Occupation Merchandiser  
 What you did at this job position? Filing the shelves with stock, update labels,

Working period **nuo 2022.10 iki 2024.04**  
 Company name City of Cape Town  
 You were working at: Recruitment professional  
 Occupation EPWP Clerk  
 What you did at this job position? recruiting external candidates on the database for the cleaning of toilets in the informal settlement

**Education**

Educational period **nuo 2013.01 iki 2014.12**  
 Degree Certificate  
 Educational institution EastCape Midlands College  
 Educational qualification Human Resource Management  
 I could work recruitment intern

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	fluent

**Computer knowledge**

Microsoft office

**Recommendations**

Contact person Amanda Gam  
 Occupation Head: Finance and Admin  
 Company City of Cape Town  
 Telephone number 0214001620  
 Email address Amanda.Gam@capetown.gov.za

Contact person Thobelani Zanaye  
 Occupation Professional Officer: Technical Services  
 Company City of Cape Town  
 Telephone number 0214005852  
 Email address Thobelani.Zanaye@capetown.gov.za

**Additional information**

Your hobbies	i love reading any kind of English book
Driver licenses	None
Salary you wish	5500 R per month