



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

Work experience

Working period	nuo 2015.01 iki 2016.12
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	nuo 2017.10 iki 2020.12
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