



Nokubongwa Khanyile

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin clerk and receptionist.

I do have years experience on a similar job.

I am very accurate in both oral and written communication skills.

- Strong interpersonal skills liaise effectively with other people.
- Ambitious self-starter ready to embrace new challenges and contribute to the organization overall success.

Very hard working and fast learning.

Very accurate on working as a team.

Preferred occupation

Receptionist
Administrative jobs

Government jobs
Government jobs

Preferred work location

Richardsbay
KwaZulu-Natal

Esikhawini
KwaZulu-Natal

Empangeni
KwaZulu-Natal

Contacts and general information about me

Day of birth 1991-08-31 (32 years old)

Gender Female

Residential location Esikhawini
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 2018.09 iki 2023.10**

Company name Department of basic education

You were working at: Government jobs

Occupation Admin clerk

What you did at this job position? Assisting with office work typing, Filling and reports and other office work

Education

Degree Certificate

Educational institution UNISA

Educational qualification Higher Certificate in Education

I could work as a teacher or administrator

Languages

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

Computer knowledge

I have knowledge of Typing, Microsoft Word, Microsoft Excel, PowerPoint and Access. Printing, organizing ect

Recommendations

Contact person Mr TE Nkosi

Occupation School principal

Company Department of education (Injabuloyesizwe pschool)

Telephone number +27665632028

Email address thulanienkosi@gmai.com

Additional information

Driver licenses None

Salary you wish 7000 R per month

How much do you earn now 4400 R per month