



# Mandilakhe Ngubo

Curriculum Vitae (CV)

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

I have worked as a cashier in one of the biggest supermarket and now I am working as a part time sales assistant in a clothing store. I've learned a lot and gained a great experience in departments with the current company. I connect very well with my customers and staff members. I have pushed myself to take extra classes while I was working in Computer Literate and Office Administration (6 months each course). I am looking forward to work as a Receptionist or Admin assistant.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

## Contacts and general information about me

Day of birth	1990-07-08 (34 years old)
Gender	Female
Residential location	Port Elizabeth 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 2013.01 iki 2020.12</b>
Company name	Our Spar
You were working at:	Cashiers
Occupation	Cashier
What you did at this job position?	Customer service, handling cash and operating tills.
Working period	<b>nuo 2021.04 iki 2024.05</b>
Company name	Pep
You were working at:	Salesperson
Occupation	Sales assistant and cashier
What you did at this job position?	Operating tills, customer service, sales assistant and unpacking stock.

**Education**

Educational period **nuo 2015.01 iki 2018.12**  
 Degree Grade 12 / Matric  
 Educational institution Kwa Magxaki High School  
 Educational qualification Matric  
 I could work I could work in any position that requires customer service

Educational period **nuo 2018.06 iki 2018.12**  
 Degree Certificate  
 Educational institution Silulo Ulutho Technologies  
 Educational qualification Computer Literate  
 I could work As a cashier

Educational period **nuo 2020.01 iki 2020.06**  
 Degree Certificate  
 Educational institution Silulo Ulutho Technologies  
 Educational qualification Office Administration  
 I could work As an Admin assistant and Receptionist

**Languages**

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

**Computer knowledge**

Basic knowledge.

**Conferences, seminars**

I like working with other people as a team.

**Recommendations**

Contact person Nolusindo Matebese  
 Occupation Sales assistant and 2IC (supervisor)  
 Company Pep  
 Telephone number 0415811599  
 Email address nolusindomatebese@gmail.com

**Additional information**

Your hobbies Shopping

Driver licenses	None
Salary you wish	+/- R700 R per month
How much do you earn now	R3000 R per month