



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

Work experience

Working period	nuo 2013.01 iki 2020.12
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	nuo 2021.04 iki 2024.05
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