



Josephine Nomnganga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My name is Josephine Nomnganga, i am 39 years old and holding a Receptionist and PA certificate. I've been an administrator for more than 6 years and have learned a lot in the field. I am now currently studying Public Administration and Management with IQ Academy. With having worked as a receptionist and as an administrator in my previous jobs i believe i will be of perfect fit for the role you will offer me. I'm still willing to learn more as no one is ever too old to learn new stuff. Please consider me for any available role related to my skills and knowledge.

Preferred occupation	Administrators Administrative jobs
Preferred work location	West Rand Gauteng
	East Rand Gauteng
	Johannesburg Gauteng
	Mbombela / Nelspruit Mpumalanga

Contacts and general information about me

Day of birth	1984-12-18 (39 years old)
Gender	Female
Residential location	West Rand Gauteng
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 2018.03 iki 2024.03
Company name	SA Taxi
You were working at:	Administrators
Occupation	Administrator
What you did at this job position?	Efficiently managed and organized all documents to guarantee accuracy, accessibility, and currency.

Education

Educational period	nuo 2024.03 iki dabar
Degree	Certificate
Educational institution	IQ Academy
Educational qualification	Higher Certificate
I could work	Yes

Languages

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

Computer knowledge

Windows
Microsoft Office
Microsoft Excel
Office 365
Adobe

Recommendations

Contact person	Nokwanda Radebe
Occupation	Document Control Manager
Company	SA Taxi
Telephone number	0846888957
Email address	nradebe@mobalyz.com

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2023-02-00 (1 years)
Salary you wish	20000 R per month
How much do you earn now	12000 R per month