



Ncamsile Portia Sikhosana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any type of job related to office admin, receptionist, clerk and general job

Preferred occupation	Receptionist Administrative jobs
Preferred work location	KwaZulu-Natal

Contacts and general information about me

Gender	Female
Residential location	Ladysmith KwaZulu-Natal
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 2019.09 iki dabar
Company name	Ezemvelo
You were working at:	Administrators
Occupation	Admin clerk assistance
What you did at this job position?	Administrative functions, banking, preparing manual purchase, requesting quotation when necessary, monthly trading sales

Education

Educational period	nuo 2016.12 iki dabar
Degree	Grade 12 / Matric
Educational institution	N/A
Educational qualification	Wholesale and retail and computer literacy
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
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English

very good

very good

very good

Computer knowledge

Microsoft Word

Excell

Adobe and graphics

Sage pastel accounting

Soft skills

Recommendations

Contact person	Bonisiwe Mthabels
Occupation	Front desk manager
Company	Ezemvelo
Telephone number	036 488 1578
Email address	Bonisiwe.Mthabela@Kznwildlife.com

Additional information

Your hobbies	Playing soccer Watching TV
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2024-04-00 (0 years)
Salary you wish	10000 R per month
How much do you earn now	4000 R per month