



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 *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 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