



# Namhla Mkosana

Curriculum Vitae (CV)

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

I have obtained the following over the years:

National Diploma: Operations Management

Advanced Diploma: Quality

Knowledge of ISO9001:2015, ISO14001:2018, ISO45001:2018 standard

2 years working experience in Quality Management

5 years' experience in General Administration Valid driver's license

Knowledge of Local Government Policies and Processes (OHS Procedures, Work Instruction and Processes)

Strong computer Literacy: Microsoft Office, SharePoint, SAP [SAP Document Management Systems ,SAP HR

EPWP (Line time administration, Recruitment and Termination, Organizational Management)

I would love to be given an opportunity to show my skills and to grow more in the working industrdy

Preferred occupation                      Administrators  
   Administrative jobs

Preferred work location                      Cape Town  
   Western Cape

## Contacts and general information about me

Day of birth                                      1995-07-16 (29 years old)

Gender    Female

Residential location                              Cape Town  
   Western Cape

Telephone number                              *Information is available only for registered users.*  
   [Sign in](#)

Email address                                      *Information is available only for registered users.*  
   [Sign in](#)

## Additional information

Salary you wish                                      R15000 R per month

How much do you earn now

R8000 R per month