



# Sinegugu Ngobese

Curriculum Vitae (CV)

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

I'm looking for any job that has got to do with Administration, I have N5 in Public management. I would like to enhance my professional skills, capabilities and Knowledge in any organization which recognizes value of hard work trust with responsibilities and challenges.

I'm a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have a lot of ideas and enthusiasm, I'm keen to work for a company with a great reputation.

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Durban City  
KwaZulu-Natal

## Contacts and general information about me

Day of birth                                      1992-11-25 (32 years old)

Gender    Female

Residential location                              Durban City  
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 2020.11 iki 2021.12**

You were working at:                              Teachers

Occupation    Assistant teacher

What you did at this job position?              Getting class ready for lessons, Helping learners who needs extra support, supporting teachers in managing class behavior, Helping teacher's to plan learning activities, Filling.

## Education

|                           |  |
|---------------------------|--|
| Educational period        | <b>nuo 2018.01 iki 2018.12</b>   |
| Degree                    | Certificate  |
| Educational institution   | Esayidi Tvet college   |
| Educational qualification | Public management  |
| I could work              | I can work underpressure, deal with emergency, overcome problems or issues, I can work as a team work. |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | very good      | very good           | fluent        |
| isiZulu  | very good      | very good           | fluent        |
| isiXhosa | good           | good                | good          |

### Computer knowledge

- Ms office, word, Excel, outlook PowerPoint.
- Google drive, Docs, Drive, forms, gmail, Sheets.
- Spreadsheets,Excel, Google Drive, open office
- E-mails.
- Operating systems.

### Recommendations

|                  |                               |
|------------------|-------------------------------|
| Contact person   | B. Hlophe                     |
| Occupation       | Lecturer                      |
| Company          | Esayidi Tvet college          |
| Telephone number | 039 940 5279                  |
| Email address    | Info@esayidifet.co.za         |
| Contact person   | S.Mkhize                      |
| Occupation       | Principal (Previous employer) |
| Company          | Kokstad public primary school |
| Telephone number | 071 713 6832                  |

### Additional information

|                          |   |
|--------------------------|---|
| Your hobbies             | <ul style="list-style-type: none"> <li>•Community involvement</li> <li>•Writing</li> <li>•Sports</li> <li>•Music</li> <li>•Reading</li> <li>•Cooking</li> </ul> |
| Driver licenses          | None  |
| Salary you wish          | R13000 R per month  |
| How much do you earn now | R13000 R per month  |