



# 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 (31 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.*  
[Sign in](#)

## 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