



Nomasonto Nhlapo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for office administration, Computer clerk and consultant position.

My positive points are: Able to work well with a team, contributing ideas and cooperating with others to achieve common goals. Trustworthy person, I can work under stressful pressure to fulfill a goal.

A fresher who wishes to equip myself with additional skills and hone my leadership skills by working with a team that enables me to develop and work hard.

I think you should hire me because of my positive attitude, work ethics, and long-term goals align with the job requirements, making me a committed and valuable asset to the company.

You should hire me because I want to make a difference in your company. I have the necessary skills to be successful. I want to learn and grow with this company, and your job is the one that fits me best.

Thank you

In advance.

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1983-04-17 (41 years old)
Gender	Female
Residential location	Sedibeng Gauteng
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

Company name Phola park Community Clinic
 You were working at: Medical receptionist
 Occupation office administration position ,Computer clerk and consultant position
 What you did at this job position? Practical training during college holidays i was practicing office administration duties handling queries by the phone, email, and letters, photocopying & printing, help manage an office and assist the operations of office clerks

Working period **nuo 2018.12 iki 2020.02**
 Company name Pick n pay (Mall of the South)
 You were working at: Shop assistants
 Occupation Checkout assistant- Service area
 What you did at this job position? Customer service, prepare load display fridges and display counter with different product in hot food in deli department, price and label product, assist customer with respect, duties include slicing meats and cheeses, taking inventory of products and talking with customers about the types of produce on display.Unloads daily deliveries and makes sure the deli display cases are organized and fully stocked with fresh food.

Education

Educational period **nuo 2014.02 iki 2016.12**
 Degree Certificate
 Educational institution Ekurhuleni west TVET College
 Educational qualification National certificate (vocational) in office administration
 I could work As administrative assistant and consultant assistant

Educational period **nuo 2012.02 iki 2012.12**
 Degree Certificate
 Educational institution Ikakgeng computer centre
 Educational qualification Computer clerk
 I could work As clerk

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Sesotho	very good	good	good
isiZulu	very good	very good	good

Computer knowledge

- Microsoft excel 2007 & ms-access 2007
- Microsoft PowerPoint 2007 & Internet essentials

● Typing tutor (35 wpm)
Conferences, seminars

- Microsoft words 2007
- None applicable

Recommendations

Contact person	Collage Admin office
Occupation	College
Company	Ekurhuleni west tvet college
Telephone number	(011)023-7371
Email address	info@ewc.edu.za

Contact person	Mrs Siphokazi
Occupation	Manager
Company	Pick n pay (Mall of the South)
Telephone number	072 053 7181 /(011) 682 2152

Additional information

Driver licenses	None
Salary you wish	7000 -15 000 R per month
How much do you earn now	N/A R per month