



Nikezwa Alicia Nodada

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a forward thinker who has ambition and ability, all of which are traits that are vital any business/practice environment. I possess strong team-working skills I am able to work individually or in a team. I consider my key strengths to be: an ability to make analytical judgments, people management. I am able to work deadlines and handle pressure.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1991-09-30 (33 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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

Working period	nuo 2015.05 iki 2016.06
Company name	cj mkhavele inc
You were working at:	Secretaries
Occupation	legal secretary
What you did at this job position?	opening new file, answering phone calls, taking messages, receiving emails also responding, preparing notices, dictation typing, briefing advocates, welcoming visitors, preparing for a meeting

Education

Educational period **nuo 2008.01 iki 2011.12**
Degree Grade 12 / Matric
Educational institution ramafole sinior secondary school
Educational qualification grade 12

Languages

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

Computer knowledge

ms word,excel,windows,microsoft,outlook,

Recommendations

Contact person ms onica langonyama
Occupation secretary
Company telkom
Telephone number 012 6807706/ 0812102250
Email address onicalangonyama@gmail.com

Additional information

Your hobbies music and sport
Salary you wish R6000 R per month
How much do you earn now R5500 R per month