



# 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 (32 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.05 iki 2016.06</b>
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