



# Nondumiso Hlela

Curriculum Vitae (CV)

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

please do not hesitate to contact me. In the meantime I thank you sincerely for taking the time to read my application, and I look forward to an opportunity to speak to you in more detail regarding the position.

**Preferred occupation** Secretary receptionist  
 I would like to propose my candidacy for any position that gives me an opportunity to learn and grow. I believe that I can become one of the best candidates because I am a dedicated, Telemarketers hardworking, goal driven young woman who pays great attention to detail. My long term career goal is to continue to learn and grow my skills and abilities, whilst utilizing my experience, Graduate jobs knowledge and skills to benefit any employer I am working for. I have obtained my bachelor of Arts degree at the university of Pretoria. This degree entails modules that teach one about human behavior and social patterns. It incorporates English as well as computer literacy modules. Through Preferred work location Johannesburg this degree my writing and typing skills were sharpened, my research skills were cultivated and my interpersonal skills were polished. Pretoria / Tshwane  
 During the course of my degree I was fortunate enough to become a member of a non profit organisation that focuses on changing people's lives through entrepreneurial action (Enactus). It is

**Contacts and general information about me**  
 at Enactus where my passion for serving the public was ignited. As project leader and a part of the Day of birth 1994-07-31 (30 years old) internal administration team at Enactus I acquired a number of skills. I learnt how to work with a Gender Female team, conflict management skills, delegation, time management skills as well as ensuring that the Residential location Johannesburg project is constantly progressing. As part of the administration team I learnt how to compile agendas, minutes, memorandums, and keep record of attendance. My confidence was built and Telephone number polished through sponsorship seeking, Sign in event organisation and project presentation on a national level. When I joined Enactus, my life changed for the better. I learnt there that a person does not have to be one dimensional, that the world is alive with opportunities and one simply has to grab

**Education**  
 both hands. It is all about finding what you love doing, acquiring the right skills and Education period nuo 2013.02 iki 2016.04  
 Degree who loves learning therefore Degree willing to learn and grow within any opportunity that I Education institution well to constructive University of Pretoria punctual and dedicated. I am a team player who strives for qualification motivated therefore Bachelor of Arts individually. I am warm and friendly yet professional. Recruitment, administration,sales,data capturing, graduate jobs  
 My achievements thus far are rooted in my tireless hard work and impeccable time management skills, I am hungry for success, I am willing and ready to put in the hours necessary to work towards Education period nuo 2010.01 iki 2013.01  
 building a successful future for myself. Degree Grade 12 / Matric  
 I am available for an interview at any time; and should you require any further information then Educational institution St Martin De Porres High School  
 Educational qualification National certificate  
 I could work Sales, assistant, matriculant graduate jobs

**Languages**

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

**Computer knowledge**

MS Word  
 MS Excel  
 MS publisher  
 MS Power point  
 e-Mail  
 Integrated Tertiary System  
 Internet research

**Conferences, seminars**

Enactus national competitions 2014 and 2015...these competitions helped cultivate my skills with regards to going into the working world and educated me more about businesses and community impact.

**Recommendations**

Contact person	Dr Ndlovu
Occupation	Lecturer
Company	University of Pretoria
Telephone number	082 297 5928
Email address	ndukuyakhe.ndlovu@up.ac.za
Contact person	Amina Akoo
Occupation	Enactus UP president 2015
Company	Enactus UP
Telephone number	082 355 8484
Email address	army.akoo@gmail.com

**Additional information**

Your hobbies	Reading, volunteering, watching any form of art (live dance performances, poetry sessions, TV series, documentaries)
Driver licenses	None
Salary you wish	6 000 R per month
How much do you earn now	0.00 R per month