



Nomakaya Nongwana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am dedicated to my work, am very punctual when it comes to the time. I am a fast learner. Am a focus person on work-related aspects.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	1990-09-18 (33 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
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 2015.07 iki 2015.12
Company name	Surgery
You were working at:	Receptionists
What you did at this job position?	Filing, bookings, welcoming customers

Education

Educational period	nuo 2011.01 iki 2013.12
Degree	Certificate
Educational institution	Port Elizabeth Collage
Educational qualification	Office Administration

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiXhosa	very good	very good	very good

Computer knowledge

Microsoft Office, Power point, Excel

Conferences, seminars

In 2014 I did Management Assistant in Port Elizabeth Collage for 2 years.

Recommendations

Contact person	Miss N. Kwitshi
Occupation	Secretary
Company	Lwazilwethu Secondary School
Telephone number	062 352 9147
Contact person	Mr A. Adams
Occupation	Teacher
Company	Lwazilwethu Secondary School
Telephone number	073 100 7364

Additional information

Your hobbies	I like to ready books, dairies on Facebook page, magazine and newspapers. Listing to radio, and go shopping.
Driver licenses	None
Salary you wish	4000 R per month
How much do you earn now	2000 R per month