



Yandisa Nkenjane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administration job. I am a young passionate Business Administration graduate devoted to corporate work. I possess good work ethics and a good sense of purpose and professionalism in completing work that have been given to me and interpersonal skills. I am reliable, trustworthy, ambitious, competent, cheerful, efficient and hard worker who is able to work on own and can work over time. I am also reliable, punctual, willing and eager to learn new tasks and skills quickly

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

Contacts and general information about me

Day of birth	1991-02-09 (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 2012.12 iki 2015.12
Company name	Nandos
You were working at:	Waiters, waitresses
Occupation	Cashier
What you did at this job position?	Attend to customers, dealing with till float and giving good customer service

Education

Educational period	nuo 2009.02 iki 2011.11
Degree	Diploma
Educational institution	PC Traing and Business College
Educational qualification	National diploma in Business Admin
I could work	Immediatley

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

Computer knowledge

I have computer knowledge and i did the following programs and am good at: Ms word, Ecxel, Access, Outlook and Powerpoint

Recommendations

Contact person	Andries
Occupation	Senior Manager
Company	Nandos
Telephone number	0313058088
Email address	nkenjaneyandisa@gmail.com

Additional information

Your hobbies	Reading books and listening to music
Driver licenses	None
Salary you wish	6000 R per month