



Nelisiwe Mwelase

Curriculum Vitae (CV)

What job i'm looking for? My positive points

APPLICATION FOR THE EMPLOYMENT

I hereby wish to apply for the position . I believe that my qualification and experience will enable me to make a contribution to the company.

I matriculated at Phineaus .T. Xulu Secondary School in 2011. On 2013 I obtained computer certificate at PC Training and Business College, majoring in MS word, excel, power point access, outlook and introduction to computer. Last year which it's was 2014, I was busy doing a driver's license code 10 (C1) and I passed. I was studying towards Diploma in Management last year doing 1st year but because of financial issues i dropped out this year, major subjects it was a Human Resources and Finance.

I am someone who takes work ethics very seriously. I do what I am paid for and I do it well, I am someone who has an eye for details because details matter the most. I am gentle caretaker who lives in the present moment and enjoys my surroundings with cheerful, low-key enthusiasm. I am flexible and spontaneous.

I worked at the internet café as a typist, i also workef at Builders Warehouse as Cashier and worked at Kophela Trading CC as an Admin that means, and now i am working at Street Gear as Caahier i have an experience to work with different people or to deal with customers. I believe my qualifications and experience I have will make me a usable assets to your company and it will contribute to make you a company more successful. If my application is successful, I could commence work as soon as possible. My contacts 073 122 7479 if you can't reach me to my cellphone you can contact me to this number 0313053405 and ask for Nelly ,Thank you

Yours faithfully

Nelisiwe B. Mwelase (Miss)

Preferred occupation

Administrators
Administrative jobs

Car drivers
Driver jobs

	Dispatchers Administrative jobs
	Cashiers Retail, store jobs
	Secretaries Administrative jobs
Preferred work location	Durban City KwaZulu-Natal
	North Coast KwaZulu-Natal

Contacts and general information about me

Day of birth	1992-06-16 (32 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 2014.01 iki 2015.05
Company name	Sigi communication centre
You were working at:	Other jobs
Occupation	Typist
What you did at this job position?	Typing, cashier, printing, customer service, emailing, faxing
Working period	nuo 2015.09 iki 2016.01
Company name	Builders warehouse
You were working at:	Cashiers
Occupation	Cashier
What you did at this job position?	Point of sales

Education

Educational period	nuo 2007.01 iki 2011.12
Degree	Grade 12 / Matric
Educational institution	Phineas T. Xulu secondary school
Educational qualification	Grade 12

Educational period **nuo 2013.01 iki 2013.06**
 Degree Certificate
 Educational institution PC Training and business college
 Educational qualification End user computing certificate
 I could work Admin

Languages

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

Computer knowledge

MS word
 MS Excel
 MS Access
 MS Powerpoint
 MS Outlook
 Introduction to computer

Conferences, seminars

End user computing
 Cashier computerized

Recommendations

Contact person Bheki Shabalala
 Occupation Manager
 Company Sigi communication centre
 Telephone number 0836139770
 Email address Sigicom@yahoo.com

Contact person Skhumbuzo Shabane
 Occupation Department manager
 Company Builders Warehouse
 Telephone number 0359400600

Additional information

Your hobbies Cooking
 Sport

	Reading
	Typing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2014-10-00 (9 years)
Salary you wish	4500 R per month
How much do you earn now	3800 R per month