



Yandisa Mncundza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am flamboyant woman of 28 years old whose career orientated and willing to learn more.

CAREER OBJECTIVES

To join a progressing company with solid performance and with a future to grow.

As a part of the I would like to add value and continuous growth to the company.

STRENGTHS AND ABILITIES

To work under pressure

To meet deadlines

To work as part of the team and on my own

SKILLS

Data Capturing

Excellent interpersonal skills

Time Management skills

Computer literate

Excellent verbal and written communication skills

Leadership skills

Preferred occupation Secretaries
Administrative jobs

Preferred work location Durban City
KwaZulu-Natal

Richards Bay
KwaZulu-Natal

Contacts and general information about me

Gender Female

Residential location South Coast (Ugu)
KwaZulu-Natal

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2013.08 iki 2015.05**
 Company name Esayidi TVET College
 You were working at: Administrators
 Occupation Clerk
 What you did at this job position? Admin clerk and Asset Officer

Education

Educational period **nuo 2012.01 iki 2013.07**
 Degree Certificate
 Educational institution Esayidi TVET College
 Educational qualification N6 Business Management awaiting for Diploma
 I could work any time

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Microsoft office word,excel,adobe,google search,emailing

Recommendations

Contact person Mr. X. Sokhela
 Occupation Lecture and Part time Coordinator
 Company Esayidi TVET College
 Telephone number 039 318 1805/ 079 497 2978
 Email address sokhelax@gmail.com

Additional information

Your hobbies Sports, Music, Reading, Cooking, Travelling
 Driver licenses None
 Salary you wish +-R12 000.00 R per month
 How much do you earn now R3000.00 R per month