



Nonhlanhla Buthelezi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm a lady of 35 years, having communication, administrative, computer skills. I am willing to learn. I am very creative and hard working person. Always up for a new challenge. I work with different kind of people. I am very fast in every task given. Good working relationship.

Preferred occupation	Administrators Administrative jobs
	Data capturer Other jobs
Preferred work location	North Coast KwaZulu-Natal
	Richardsbay KwaZulu-Natal

Contacts and general information about me

Gender	Female
Residential location	South Coast (Ugu) 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 2006.04 iki 2016.02
Company name	Ndumdulu Clinic
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	All. Admin duties , data capturing, switchboard

Education

Educational period	nuo 1999.02 iki 2002.12
Degree	Degree
Educational institution	University of Zululand
Educational qualification	Administration

Languages

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

Computer knowledge

Microsoft word, outlook, excel, internet and powerpoint

Recommendations

Contact person	Nokuthula Magwaza
Occupation	Human resource Officer
Company	St Mary;s kwaMagwaza hospital
Telephone number	035 4508200

Additional information

Your hobbies	Sport,music
Driver licenses	None
Salary you wish	15 000 R per month
How much do you earn now	12 500 R per month