



Bongekile Jona

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any office job position. I have a degree of Public Administration. I also have a Computer Literacy.

If you can hire me I will make sure that I provide my best to the Company and I know that I will grow both professionally and momentarily.

I am a hard worker a self reliable and motivated.

Preferred occupation Administrators
Administrative jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1979-04-27 (45 years old)

Gender Female

Residential location Durban City
KwaZulu-Natal

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

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2014.02 iki 2014.12**

Company name Gumede and Jona Inc

You were working at: Receptionists

Occupation Receptionist

What you did at this job position? end of contract

Working period **nuo 2015.05 iki 2016.04**

Company name Ethekwini municipality

You were working at: Other jobs

Occupation Senior Clerk intern

What you did at this job position? end of contract

Education

Educational period	nuo 2008.01 iki 2012.05
Degree	Degree
Educational institution	Walter Sisulu University
Educational qualification	Public Administration
I could work	Administrative

Languages

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

Computer knowledge

Microsoft word
 Microsoft excel
 Microsoft PowerPoint
 Outlook
 Internet and emailing

Recommendations

Contact person	Ntombifuthi
Occupation	Attorney
Company	Gumede and Jona Inc
Telephone number	0735151082
Contact person	Collin
Occupation	supervisor
Company	Ethekwini
Telephone number	0837754143
Email address	collinnaidoo@durban.gov

Additional information

Your hobbies	Sport Music Reading and Writing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-06-00 (9 years)
Salary you wish	8000 R per month
How much do you earn now	non R per month