



Sthembiso Pacificus Nzimande

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I believe in my self to responsible and efficient person who has the capacity and capability to work underpressure.I am highly self motivated and very keen to develop my knowledge as secretary or receptionist and ready to each task given to me as a challenge and tackle it with diligence and professionalism.I am able to commucate with people from all walk's of life

| | |
|-------------------------|---|
| Preferred occupation | Secretaries Administrative jobs |
| | receptionist Administrative jobs |
| | sales representative Ads, marketing jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1988-09-22 (35 years old) |
| Gender | Male |
| Residential location | Johannesburg Gauteng |
| 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 2015.11 iki 2016.10 |
| Company name | Decorland |
| You were working at: | Builders |
| Occupation | Sales consultant |
| What you did at this job position? | Assisting cliants on choosing right material blinds and giving advises where needed. |

Working period **nuo 2013.11 iki 2015.03**
 Company name Pholela chc
 You were working at: Receptionists
 Occupation Admin clerk (opd)
 What you did at this job position? Patient registration, filling, fast que of critical ill patients

Education

Educational period **nuo 2013.11 iki 2015.03**
 Degree Certificate
 Educational institution Boston college and Elangani FET College
 Educational qualification matric,computer clerk, management assistant
 I could work Around Johannesburg

Languages

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

Computer knowledge

Microsoft office.ms word.excell, windows 7

Recommendations

Contact person M.M.Ndlovu
 Occupation transport officer(supervisor)
 Company pholela clinic
 Telephone number 0823997984/0398329491

Contact person liesl james
 Occupation regional manager
 Company decorland
 Telephone number 0824902494
 Email address liesljames@decorland.co.za

Additional information

Your hobbies Reading.listening to music
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2009-07-00 (15 years)
 Salary you wish +-R9000-R10000 R per month
 How much do you earn now R6500 R per month