



# Theolona Xitshembiso Ndlovu

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

For i have already given you the full information about me I am a young lady who once work as an Office Admin clerk for a half a year i believe that my previous working experience makes me the perfect candidate to be come one of you staff member.through my previous work I have gained more experience and lot of knowledge so I would like to be come one of you to prove my hardworking

Preferred occupation	Receptionists Hotel jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.03 iki 2015.12</b>
Company name	phendulani secondary school
You were working at:	Administrators
Occupation	bushbuckridge
What you did at this job position?	office admin clerk

## Education

Educational period	<b>nuo 2012.02 iki 2014.11</b>
Degree	Certificate
Educational institution	Tshwane North College
Educational qualification	Human Resource Management N5

## Languages

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	very good

### **Computer knowledge**

in computer i have a knowledge in Microsoft word, excel and acess

### **Recommendations**

Contact person	RS Mundhlovu
Occupation	admin clerk
Company	phendulani secondary school
Telephone number	0834946014

### **Additional information**

Your hobbies	my hobbies is travelling and reading novels
Driver licenses	None
Salary you wish	8000 R per month