



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2015.03 iki 2015.12
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	nuo 2012.02 iki 2014.11
Degree	Certificate
Educational institution	Tshwane North College
Educational qualification	Human Resource Management N5

Languages

Language	Speaking level	Understanding level	Writing level
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