



Nokubonga Kubheka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a clerk job, call centre, consultant (e.g any job dealing with answering phones, filling)& admin. I'm a girl who grew up in a disadvantage background, so I need a job to change my life & my family life, I'm a good candidate willing to learn & respect, I can do anything that is expected from me as my duties. I'm a fast learner, I can work under pressure & I'm good at working with other people as a group work. It would be a pleasure joining your company.

Preferred occupation	Administrators Administrative jobs
	Banking Finance jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1993-10-16 (31 years old)
Gender	Female
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 2013.11 iki 2016.10
Company name	shoprite checker's
You were working at:	Cashiers
Occupation	money market clerk
What you did at this job position?	money transfers, answering calls, filling, customer service

Education

Educational period	nuo 1999.01 iki 2011.12
Degree	Grade 12 / Matric
Educational institution	mqedandaba high school
Educational qualification	matric
Educational period	nuo 2014.04 iki 2014.04
Degree	Certificate
Educational institution	quest computer skills
Educational qualification	data capturing course
I could work	capturing in ms word & excel, keyboard & typing, windows navigation

Languages

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

Computer knowledge

i know about windows navigation,keyboard & typing, basic of a computer, capturing in ms word & excel.

Conferences, seminars

customer service at msc bussiness college,where we taught about the good ways of treating customers & how important customer's are.

Recommendations

Contact person	ms TP Mlambo
Occupation	librarian
Company	pc training & busines college
Telephone number	031 301 2957

Additional information

Your hobbies	reading,traveling & dancing
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	3500 R per month