



Siphosethu Nomgxam

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard worker I don't have much experience but I am very teachable.i am trust worthy and I can be a worthy asset to your company.I am a good communicator and am very good with people

Preferred occupation	Administrators Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	1993-04-24 (31 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
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 2016.05 iki 2016.11
Company name	Award Training
You were working at:	Administrators
Occupation	assistant administrator
What you did at this job position?	filling,incharge of the reception area,greeting and liason with clients,dealing with courier services,answering the phone and taking messages and screening calls

Education

Educational period	nuo 2012.01 iki 2014.04
Degree	Degree
Educational institution	MSC business college
Educational qualification	Public Relations

Languages

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

Computer knowledge

MS Word, Microsoft outlook, Internet Explorer

Recommendations

Contact person	Noxolo Madoli
Occupation	Administator
Company	Award training
Telephone number	0725513423
Email address	Noxy@award.co.za

Additional information

Your hobbies	singing ,reading and creative writting
Driver licenses	None
Salary you wish	R6500 R per month
How much do you earn now	R3500 R per month