



# Nomelina Miranda Dayisi

Curriculum Vitae (CV)

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

I am looking for job as secretary, I gained an experince in Way up front point of sales and promotion in Blackheath at Somerset west.i am a hard worker, fast learner, my duties is to do a stock taking,counting stock when the supplies deliver, handling an invoices with pacharse order and deliver the orders on each department occording with requisations.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Bhisho Eastern Cape

## Contacts and general information about me

Day of birth	1983-04-20 (41 years old)
Gender	Female
Residential location	Other Eastern Cape Eastern Cape
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 2009.04 iki 2015.12</b>
Company name	Way up front point of sales and promotion
You were working at:	Generals
Occupation	Procument assistant
What you did at this job position?	Handlind stock and General worker

## Education

Educational period	<b>nuo 2004.02 iki 2004.12</b>
Degree	Certificate
Educational institution	MSC College
Educational qualification	Grade 11
I could work	As a general work and laminator

**Languages**

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

**Computer knowledge**

Computer literacy

Ms word 2001

Ms excel 2001

Ms access 2001

Power point 1and 2

**Recommendations**

Contact person	Mr Mlulami Jackson
Occupation	Quality controller and Manager
Company	Way up front point of sales and promotion
Telephone number	0219059461
Email address	diedre@wayupfront.com

**Additional information**

Your hobbies	Play netball Reading books Watch tellelevision
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2005-04-00 (19 years)
Salary you wish	R3,500 R per month
How much do you earn now	R700 R per month