



Nombeko Mtholi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I would like to be an assistant manager because I did management assistant and I'm done inservice training I'm waiting my diploma certificate in management assistant. My positive point I am well dedicated person, I'm a good listener, I'm good with data capturing, I know how to treat other people, I'm good with communication skills. I THANK YOU!!!

Preferred occupation	assistant manager Management, human resources jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1992-01-23 (32 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2015.09 iki 2017.02
Company name	Gwiliza Group funeral Insurance
You were working at:	Administrators
Occupation	administrator
What you did at this job position?	Data captured

Education

Educational period	nuo 2014.01 iki 2015.06
Degree	Certificate
Educational institution	I ngwe Technical Vocational Education And Training College
Educational qualification	Management Assistant N6
I could work	Clerk

Languages

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

Computer knowledge

Microsoft word

Excel

Data Base

Conferences, seminars

Workshop

Training

Recommendations

Contact person	0795575279
Occupation	Social Development
Company	Social Development
Telephone number	0795575279
Email address	lindiemtoli@gmail.com

Additional information

Your hobbies	Reading and writing Traveling
Driver licenses	None
Salary you wish	400 R per month
How much do you earn now	3500 R per month