



Nandipha Makubalo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office administrator

Im a hardworking person who is willing to learn from others in order to gain experience

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

Contacts and general information about me

Day of birth	1987-07-30 (37 years old)
Gender	Male
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 2008.01 iki 2010.06
Company name	Khangela hygiene
You were working at:	Generals
Occupation	Cleaner
What you did at this job position?	cleaning of factory machinery etc

Education

Educational period	nuo 2013.01 iki 2015.11
Degree	Certificate
Educational institution	Eastcape Midlands College
Educational qualification	Office Administration level 4
I could work	receptionist

Languages

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

Computer knowledge

Microsoft office
 Excel
 Powerpoint presentation
 Outlook

Recommendations

Contact person	Mr M E Twala
Occupation	Campus Manager
Company	Eastcape Midlands College Charles Goodyear Campus
Telephone number	041995200
Email address	twala@emcol.co.za

Additional information

Your hobbies	Cooking Singing Reading
Driver licenses	None