



Ntombizodwa Ngubane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Good day

I would like to express my interest to this post.

Over the past four years, I have been working as an Office Administrator at Thekwini TVET College. In this position, I have increased the efficiency of the office creating by creating and implementing a new filing system.

An accomplishment that I would like to highlight is the fact that during my employment as an Office Administrator I continued my education as a student at Thekwini (TVET) College for Office Administration and I have studied Public Management as well. I am extremely organized, customer-oriented, professional and open-minded.

I am knowledgeable with computers especially Microsoft Word, Excel, and PowerPoint. I am a quick learner, and can be trained easily on any further software or technology needed. I believe my excellent interpersonal traits and communication skills will be an asset to your company when working with students. My past experiences working as an office assistant have given me the knowledge needed to succeed in a professional office environment.

Thank you for reviewing my application. I have enclosed my CV and supporting documents.

I am confident that the objectives of your company would highly complement my own strengths and enthusiasm. I would welcome the opportunity to discuss my application in more detail at an interview. I can be reached at 073 868 1326 or zongubane@gmail.com

Yours faithfully

NE Ngubane

Preferred occupation

Administrators

Administrative jobs

Secretaries
Administrative jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1985-04-25 (39 years old)
 Gender Female
 Residential location Durban City
 KwaZulu-Natal
 Telephone number *Information is available only for registered users.*
 [Sign in](#)
 Email address *Information is available only for registered users.*
 [Sign in](#)

Work experience

Working period **nuo 2015.04 iki 2019.08**
 Company name Thekwini TVET College
 Occupation Admin Clerk
 What you did at this job position? Admin duties

Working period **nuo 2008.04 iki 2011.08**
 Company name Absa
 Occupation Direct Sales Agent
 What you did at this job position? Sales Consultant

Education

Educational period **nuo 2016.02 iki 2018.06**
 Degree Diploma
 Educational institution Thekwini TVET College
 Educational qualification Public Management
 I could work Public, Office, Public Finances, Municipal Admin

Educational period **nuo 2012.01 iki 2014.11**
 Degree Certificate
 Educational institution Thekwini TVET College
 Educational qualification Office Admin NQF Level 4
 I could work Office Based

Languages

Language	Speaking level	Understanding level	Writing level
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isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent

Computer knowledge

Microsoft Word
 Microsoft excel
 Microsoft powerpoint
 Outlook
 Internet
 Database

Conferences, seminars

N/A

Recommendations

Contact person	Enock Mahlasela
Occupation	Human Resource Manager
Company	Thekwini TVET College
Telephone number	0312508232
Contact person	Mpendulo Mncube
Occupation	Sales Manager
Company	Absa
Telephone number	0766475965

Additional information

Your hobbies	Reading Cooking
Driver licenses	None
Salary you wish	18000 R per month
How much do you earn now	8000 R per month