



# Immiscion Nkhumane

Curriculum Vitae (CV)

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

I am looking for an office assistant type of job.

I have interpersonal skills, punctual and very cooperative.

I can work in a team, manage projects and I have organisational skills.

I am a fast learner, able to work under pressure..

Good written and verbal communication, young, vibrant and willing to work overtime.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Brits North West

## Contacts and general information about me

Gender	Female
Residential location	Brits North West
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 2012.02 iki 2013.02</b>
Company name	Department of local government
You were working at:	Other jobs
Occupation	Community Development Practitioner
What you did at this job position?	I was a link between the community and the government and other statutory bodies in order to implement social change and alleviate poverty in unprivileged families

## Education

Educational period **nuo 2012.02 iki 2013.02**  
 Degree Certificate  
 Educational institution The Grace institute for leadership and development  
 Educational qualification Development practice  
 I could work Entry project management,community development worker

Educational period **nuo 2017.05 iki 2017.08**  
 Degree Certificate  
 Educational institution Rock of Springs technical college  
 Educational qualification Microsoft office  
 I could work Office assistant,Secretary, personal assistant,Receptionist.

**Languages**

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

**Computer knowledge**

Advanced

**Recommendations**

Contact person Mr Rufus Malete  
 Occupation Community Development worker  
 Company Office of the premier  
 Telephone number 0718742330

**Additional information**

Your hobbies Reading  
 Music  
 Team building  
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2015-09-00 (9 years)  
 Salary you wish 10 000 R per month