



Velisiwe Ntsele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am kindly looking for

Administator position

Care giver

Receptionist

General woker

Data Capture

Secretatry

Herbicide opetator

Preferred occupation

Administrators
Administrative jobs

Preferred work location

Durban City
KwaZulu-Natal

Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1992-01-22 (32 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.*
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Work experience

Working period **nuo 2015.10 iki 2015.12**
 Company name Shintsha Health Initiative
 You were working at: Administrators
 Occupation Data Manager
 What you did at this job position? Recording all members in an organisation, Provide guidance in identifying and defining data

Working period **nuo 2016.01 iki 2016.04**
 Company name Shintsha Health Initiative
 You were working at: Administrators
 Occupation Admin Clerk
 What you did at this job position? Answer calls, Make arrangements for meeting, workshops and community events, including quotations, venue booking contacting/inviting participants

Working period **nuo 2016.04 iki 2016.01**
 Company name Shintsha Health Initiative
 You were working at: Finance managers
 Occupation Finance clerk
 What you did at this job position? Release cash and FET payments, prepare bank and cash reconciliation

Working period **nuo 2016.12 iki 2017.07**
 Company name Sappi/Wessa
 You were working at: Foresters
 Occupation health and safety officer
 What you did at this job position? ensuring that workers are safe

Education

Educational period **nuo 2012.07 iki 2012.09**
 Degree Certificate
 Educational institution Natal Settlers Nursing School
 Educational qualification Home based care
 I could work Care giver

Educational period **nuo 2014.01 iki 2014.12**
 Degree Certificate
 Educational institution Metro Computech College
 Educational qualification Secretarial Skills
 I could work Secretary, Administrator, Data capture, Receptionist

Educational period **nuo 2017.01 iki 2017.02**
 Degree Certificate
 Educational institution ENB Training Servicea
 Educational qualification Basic Safety
 I could work health and safety

Educational period **nuo 2017.01 iki 2017.01**
 Degree Certificate
 Educational institution P & L Consulting
 Educational qualification Herbicide Operator
 I could work Herbicide Operator

Languages

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

Computer knowledge

I am very good in computer , am a fast typer , i am good at Ms windows,Ms word,MS excel,Ms power point,Ms Access,internet &multimedia,Numeracy

Recommendations

Contact person Mthokozisi Luthuli
 Occupation chairperson
 Company Shintsha Health Initiative
 Telephone number 0354740131

Contact person Pricilla Cele
 Occupation Supervisor
 Company Sappi/Wessa
 Telephone number 0833609644

Additional information

Your hobbies I like reading and cleaning
 Driver licenses None
 Salary you wish R5000 R per month
 How much do you earn now 2500 R per month