



# 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.*  
[Sign in](#)

## 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