



Nobantu Mathunda

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Because I am a hard worker, I can work well with all computer programmes am a fast learner a go getter I can work under pressure, I am self driven I'm not afraid of a challenge. I take my job very serious ,I can work with different people of all ages. I am self motivated and eager to learn new things. I am a problem solver and trustworthy, If you hire me you wont regret your self because I do what is expected from me I deliver task on time. I am energetic person. I would love to work for your company and I have office skills which includes welcoming of visitor with a friendly manner making and answering calls, emails ,scanning of documents, filing and photocopying documents.

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth 1989-11-04 (34 years old)
Gender Female
Residential location Cape Flats
Western Cape
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 2016.05 iki 2017.10**
Company name ntwasahlobo primary school
You were working at: Administrators
Occupation Pa school secretary
What you did at this job position? making and answering calls,CMIS,scanning of documents and photocopying ,typing letters and making appointments for principal welcoming of visitors

Education

Educational period	nuo 2016.05 iki 2017.10
Degree	Certificate
Educational institution	west coast college atlantis
Educational qualification	nqf level 4 in business management
I could work	school,call centre and administration and hospital

Languages

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

Computer knowledge

Ms word ,Power point ,Ms Excel and pastel

Conferences, seminars

Not yet

Recommendations

Contact person	Mr s.sehloho
Occupation	principal
Company	ntwasahlobo primary school
Telephone number	0814896688/0837261454
Email address	sehlohodontu@gmail.com

Contact person	Zimkhitha ntshinga
Occupation	secretary
Company	Sosebenza primary school
Telephone number	0817092838\0614674832
Email address	Ntshinga@wcgschool.gv.za

Additional information

Your hobbies	cooking, watching TV, reading books, outing, and exploring new things.
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	4000 R per month