



Nozipho Princess Sokhulu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

-I am looking for Administrative job as I have gained more knowledge on that section since I started acting as Personal Assistant to the Director who is heading 3 Districts with 29 offices that are under her supervision.

- I am good in coordination, analyzing of reports
- I am computer literate
- I have gained a skill of resolving and managing conflict
- I have gained analytical thinking
- I have gained interpersonal skill
- I have good communication skill
- I have learnt strategizing skill
- I am dedicated, trustworthy, and a hard working person
- I have gained quality decision making skill
- Service delivery innovation
- Client orientation and Customer care
- I am patriotic
- I am proactive
- I am friendly and open
- I have good business report writing skills
- I have planning and organizing skills
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Preferred occupation

Administrators
Administrative jobs

HR specialists
Management, human resources jobs

Preferred work location

Bethal
Mpumalanga

Midlands
KwaZulu-Natal

Pretoria / Tshwane

Contacts and general information about me

Day of birth	1984-12-26 (39 years old)
Gender	Female
Residential location	Midlands KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2012.07 iki 2018.03
Company name	Department Of Home Affairs in Newcastle - KZN
You were working at:	Secretaries
Occupation	Acting Personal Assistant to Director
What you did at this job position?	All administrative duties like takinf of minutes, keeping diary of the Director, arranging bookings for the Director, prepare claims for the Director (S & T and Fuel Claims), Make appointments for the Director, Arrange logistics for Director's meetings, Prepare Agendas for Director's meeting and anything that the Director request from me.
Working period	nuo 2008.03 iki 2012.06
Company name	Department Of Home Affairs - Vryheid in KZN
You were working at:	Administrators
Occupation	Administration Clerk
What you did at this job position?	I was working at the front line office where all Home Affairs services are provided to the public like Birth registration, Death registration, Identity application ect
Working period	nuo 2006.10 iki 2008.03
Company name	Cambrian Pharmacy
You were working at:	Shop assistants
Occupation	Pharmacy Assistant
What you did at this job position?	I was dealing with provision of customer service, receiving stock, cleaning, local deliveries of ordered items and anything that the Pharmacist requested from me at a specific time.

Working period **nuo 2005.01 iki 2006.06**
 Company name Singh and Chetty Attorneys
 You were working at: Lawyers
 Occupation Receptionist
 What you did at this job position? I was performing all administration duties which involve making appointments for clients that need to consult with lawyers, keeping of client files. making copies when necessary, faxing, e-mailing ect

Education

Educational period **nuo 2001.01 iki 2001.12**
 Degree Grade 12 / Matric
 Educational institution Phumulani High School
 Educational qualification Matric
 I could work I could work with finance related matters as I have done Accounting

Educational period **nuo 2002.01 iki 2002.12**
 Degree Diploma
 Educational institution PC Training and Business College
 Educational qualification Information and Communication Technology
 I could work I could work with resolving minor computer related matters like connecting printer to the computer

Educational period **nuo 2016.06 iki 2018.03**
 Degree Diploma
 Educational institution UNISA - Still a student with UNISA (Taking modules per semesters)
 Educational qualification National Diploma in Public and Administration Management (3 Years)
 I could work With the experience I have gained through out acting as Personal Assistant to the Director and being exposed to Client Care I believe that there is no management position I can not be able to handle as I have gained a lot of management skills plus studyin

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	very good	fluent
English	very good	good	good
Sepedi	basic	basic	basic

Computer knowledge

