



Nolwazi Nomfundo Mbongo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

At school I studied B.S.S measuring in psychology and sociology I would prefer a human resource job or social service jobs as I know how to handle all that

Preferred occupation

Data capturers

Administrative jobs

Learnership

Other jobs

Recruitment professional

Management, human resources jobs

Miners

Mining jobs

Preferred work location

Pretoria / Tshwane

Gauteng

Durban City

KwaZulu-Natal

Johannesburg

Gauteng

West Rand

Gauteng

East Rand

Gauteng

West Suburbs

KwaZulu-Natal

North Coast

KwaZulu-Natal

Mbombela / Nelspruit

Mpumalanga

Embalenhle

Mpumalanga

Kimberley

Northern Cape

Contacts and general information about me

Day of birth

1994-10-30 (30 years old)

Gender Female

Residential location East Rand
Gauteng

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 2018.03 iki dabar**

Company name department of human settlements

You were working at: Administrators

Occupation sector dvelopment support

What you did at this job position? draft , format and print relevant documents , service delivery and client orientation , handling confidential documents and keeping good record . booking venue for meeting and sending emails to people needed to attend and also typing of minutes during the meeting

Education

Educational period **nuo 2013.02 iki 2017.11**

Degree Degree

Educational institution university of kwaZulu-natal

Educational qualification bachelor of social sciences

I could work at any department , municipality o even company where i qualify

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good
English	good	good	good
isiXhosa	good	basic	basic

Computer knowledge

I have good understanding of Microsoft Office , PowerPoint, and I do understand Windows and Software .

Conferences, seminars

I have only attended on seminar with CETA, they had invited department of human settlements in march am not sure about the date but it was around 27-30 at Gallagher Estate . I went there with my bosses' assistant Ms Ntombekhaya Yalezo

Recommendations

Contact person	Ntombekhaya Yalezo
Occupation	Sector development support
Company	Department of Human settlements
Telephone number	0847411370
Email address	ntombekhaya.yalezo@gauteng.gov.za

Additional information

Your hobbies	reading booking , motivation and fashion
Driver licenses	None
Salary you wish	20000-40000 R per month
How much do you earn now	4000 R per month