



Thandeka Ngcobo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Sir/ Madam

I have successfully completed my National Diploma in Taxation at DUT and I believe my work experience as a receptionist, as well as my communication and skills will make me an ideal fit for the position.

I have strong written and oral communication skills. I have experience with variety of software programs, including Microsoft office and Outlook At my previous job I have maintained professional image. I have

also gained a massive knowledge and valuable experience due to the initiative shown by myself.

I have grew in the following aspects in Procurement department.

- Filling of requisitions for all user department and also retrieving them on requests.
- Maintaining accurate records of orders and requisitions movements
- Assisting with queries and respond to queries timeously.
- Ability to work well both individually and as a part of a team
- Ability to file requisition on numerical order.
- ITS Experience as I have been capturing requisitions.

I am a career orientated and has the necessary skills to operate effectively in a professional environment.

I am a fast learner and able to work under pressure without constant supervision.

I hope this this in order and I will await for your respons

Sincerely,

Thandeka Ngcobo

Preferred occupation

Administrators
Administrative jobs

Preferred work location

Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth

1994-10-01 (30 years old)

Gender	Female
Residential location	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

Additional information

Salary you wish	13000 R per month
How much do you earn now	10000 R per month