



Nomtandazo Thandi Makapela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Administrative work. I have strong administrative and computer skills with years of experience. I am a team player and work well under pressure.

Preferred occupation	Administrators Administrative jobs
	Receptionist Administrative jobs
	Teachers Teaching jobs
Preferred work location	Bhisho Eastern Cape
	East London Eastern Cape
	Mdantsane Eastern Cape
	Port Elizabeth Eastern Cape
	Zwelitsha Eastern Cape

Contacts and general information about me

Day of birth	1975-07-22 (49 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
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 2017.07 iki 2018.11**
 Company name Recycle Drive CC
 You were working at: Generals
 Occupation General worker
 What you did at this job position? Re-cycling

Working period **nuo 2000.02 iki 2002.01**
 Company name Thembalabantu High School
 You were working at: Teachers
 Occupation Teacher
 What you did at this job position? Computer teacher

Working period **nuo 2009.09 iki 2010.09**
 Company name Umhlobo Wenene FM
 You were working at: Journalists
 Occupation Production Assistant
 What you did at this job position? Admin duties

Education

Educational period **nuo 2015.01 iki 2016.12**
 Degree Degree
 Educational institution NMMU
 Educational qualification BA Media studies(semi done)
 I could work Journalist, communication officer, Administrator

Educational period **nuo 1999.01 iki 2000**
 Degree Diploma
 Educational institution Stanford Business College
 Educational qualification Diploma in Computer skills(graduated)
 I could work Facilitator, Administrator, Receptionist

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	fluent	fluent	fluent
Afrikaans	good	very good	very good
isiZulu	very good	fluent	good

Computer knowledge

strong administrative skills and good telephone etiquette.

I have 18 years computer experience. I taught Computer skills in 2 High Schools and ABET. I have

Recommendations

Contact person	Andre van Eeden
Occupation	Supervisor
Company	Recycle drive CC
Telephone number	0117827070

Contact person	Mr Phumzile Mnci
Occupation	Station Manager
Company	Umhlobo Wenene FM
Telephone number	041 -3911911

Contact person	Mr TAM Malgas
Occupation	Principal
Company	Thembalabantu High School
Telephone number	040 - 6543078

Additional information

Your hobbies	Netball, watching tv, always on the internet researching
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	2650 R per month