



# 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	<b>Administrators</b> Administrative jobs
	<b>Receptionist</b> Administrative jobs
	<b>Teachers</b> Teaching jobs
Preferred work location	<b>Bhisho</b> Eastern Cape
	<b>East London</b> Eastern Cape
	<b>Mdantsane</b> Eastern Cape
	<b>Port Elizabeth</b> Eastern Cape
	<b>Zwelitsha</b> 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## 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