



Yolanda Nzimande

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative jobs

I am a pro-active confident aspiring person who works well both alone as well as in a team. Possess a fair degree of compassion and passion in what I do. I am a convergent thinker, solver that performs well under pressure and thrive on creativity.

Preferred occupation Administrators
Administrative jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1998-02-12 (26 years old)

Gender Female

Residential location Durban City
KwaZulu-Natal

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 2018.09 iki 2019.07**

Company name Mpunyulwane construction and projects

You were working at: Administrators

Occupation Admin assistant

What you did at this job position? Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.

Education

Educational period **nuo 2011.01 iki 2016.12**

Degree Grade 12 / Matric

Educational institution Haythorne secondary

Educational qualification Grade12

Languages

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

Computer knowledge

Computer skills: Proficient user of Microsoft office tools

Recommendations

Contact person	Ms Y Myaka
Occupation	Executive Director
Company	Mpunyulwane construction and projects
Telephone number	0824614495
Email address	Mpunyulwane@gmail.com

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2019-03-00 (5 years)