



Nozipho Mgwaba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have over 5 years administration experience where I learnt the best administrative practices. I hold a N N Diploma in Management Assistant obtained in 2008.

I am a customer service orientated individual, a problem solver with excellent communication skills, both verbal and written as well as administrative and data capturing abilities. I have planning and organising skills, am proficient in Microsoft Excel, Word, Outlook and PowerPoint. I am able to multi-task, a team player who is also self-motivated.

The positions I have held in the past, coupled with my skills and educational qualifications make me the best candidate for the position.

Preferred occupation	Secretaries Administrative jobs
	Personal assistant Administrative jobs
Preferred work location	South Coast (Ugu) KwaZulu-Natal

Contacts and general information about me

Day of birth	1984-01-30 (40 years old)
Gender	Female
Residential location	Durban City 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	20000 R per month
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