



Zodidi Nontlayiya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an Administration job as i have a 6 year experience in the field as an Administrator in the Municipality.

Preferred occupation	Administrators Administrative jobs
	Team leader Management, human resources jobs
Preferred work location	Rustenburg North West

Contacts and general information about me

Day of birth	1987-07-19 (37 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2012.03 iki 2019.02
Company name	Ntabankulu Local Municipality
You were working at:	Administrators
Occupation	Administrator
What you did at this job position?	Consolidation report for Directorate, answering telephone. Greet visitors. Making bookings for senior management. Hall reconcillation

Education

Educational period	nuo 2009.01 iki 2011.12
Degree	Certificate
Educational institution	Central Johannesburg College
Educational qualification	Business Management N6
I could work	As an Administrator

Languages

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

Computer knowledge

Micro soft office, Micro soft Excel, Power point ,Spreadsheet

Recommendations

Contact person	SM Nodo
Occupation	Director Corporate Services
Company	Ntabankulu Local Municipality
Telephone number	082 781 5127
Email address	nodosm@gmail.com

Additional information

Your hobbies	Sing Playing sport
Driver licenses	None
Salary you wish	R13000 R per month
How much do you earn now	15000 R per month