



# Nolwazi Nomfundo Mbongo

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am current doing my internship at the department of human settlements under sector development support focusing me on women empowerment and administration work. I am a dedicated and a loyal employee . I have good interpersonal skills and good planning and organizational skills . my duty is to book venues for the women co-operatives workshops and meetings and I also write minutes during meetings . I also attend the intergovernmental meetings . I have acquired an ability to handle confidential documents , time management and strong record keeping . I promise you if your company happens to hire me then you will never complains and I will definitely make the company grow as I am determined to gain more experience and learn new things . my strengths is to work both individually and team work

|                         |  |
|-------------------------|--|
| Preferred occupation    | Project managers<br>Management, human resources jobs |
| Preferred work location | Pretoria / Tshwane<br>Gauteng                        |
|                         | Johannesburg<br>Gauteng                              |
|                         | Zeerust<br>North West                                |
|                         | Durban City<br>KwaZulu-Natal                         |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1994-10-30 (30 years old)   |
| Gender               | Female  |
| Residential location | East Rand<br>Gauteng  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

Working period **nuo 2018.03 iki dabar**

Company name department of human settlements

You were working at: Administrators

Occupation sector dvelopment support

What you did at this job position? draft , format and print relevant documents , service delivery and client orientation , handling confidential documents and keeping good record . booking venue for meeting and sending emails to people needed to attend and also typing of minutes during the meeting

### Education

Educational period **nuo 2013.02 iki 2017.11**

Degree Degree

Educational institution university of kwaZulu-natal

Educational qualification bachelor of social sciences

I could work at any department , municipality o even company where i qualify

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | good           | good                | good          |
| isiZulu  | very good      | very good           | very good     |
| isiXhosa | good           | basic               | basic         |

### Computer knowledge

I know how to use the Windows , updating of Software and I am very good with Microsoft office

### Conferences, seminars

I had attended only one seminar at Galighar Estate it was hosted by CETA in March am not sure of the date it was around 27-30 Human settlements was invited to attend .

### Recommendations

Contact person Ntombekhaya Yalezo

Occupation Sector development support

Company Department of Human settlements

Telephone number 0847411370

Email address ntombekhaya.yalezo@gauteng.gov.za

### Additional information

Your hobbies My hobby is to read books & motivation

Driver licenses None

Salary you wish 20000-40000 R per month

How much do you earn now 4000 R per month