



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 Management, human resources jobs |
| Preferred work location | Pretoria / Tshwane Gauteng |
| | Johannesburg Gauteng |
| | Zeerust North West |
| | Durban City KwaZulu-Natal |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1994-10-30 (30 years old) |
| Gender | Female |
| Residential location | East Rand 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 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