



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 (29 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