



Phumzile Ngubo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

General job

Administration

Cleaning

I work well with team members and takes instructions very well.

Responsible and hard worker

Excellent attitude towards everyone at the work place

Preferred occupation Generals
General jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Gender Female

Residential location Durban City
KwaZulu-Natal

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2012.01 iki 2013.12**

Company name Makari agriculture cooperation

You were working at: Sales administrator

Occupation Administration

What you did at this job position? Responsible for preparation of quotations, cash handling, as well as dealing directly with customers

Working period **nuo 2014.05 iki 2017.12**
Company name Watersmeet seedlings
You were working at: Receptionists
Occupation Administration
What you did at this job position? Responsible for all office necessities, photocopying, invoicing, answering phonecalls

Education

Educational period **nuo 2008.12 iki dabar**
Degree Grade 12 / Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	very good
isiZulu	very good	very good	very good

Computer knowledge

MS word
Excell

Recommendations

Contact person Emmanuel ngubane
Occupation Former shareholder
Company Makari agriculture
Telephone number 0767882302

Additional information

Your hobbies playing sports
Driver licenses None
Salary you wish 6000 R per month