



Nomsa Mildred Ndlovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im kindly looking to get a permanent job and work as an admin assistant or receptionist

Preferred occupation Administrators
Administrative jobs

Preferred work location East Rand
Gauteng

Contacts and general information about me

Day of birth 1980-09-17 (44 years old)

Gender Female

Residential location Johannesburg
Gauteng

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

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2018.09 iki 2019.11**

Company name Fullserve Financial Services

You were working at: Sales administrator

Occupation sales administrator

What you did at this job position? answering phones, servicing the clients, processing claims, opening new policies

Working period **nuo 2011.01 iki 2017.12**

Company name african bank

You were working at: Sales consultant

Occupation branch consultant

What you did at this job position? servicing clients, selling products, answering calls

Education

Educational period	nuo 2008.01 iki 2008.12
Degree	Certificate
Educational institution	microtech college
Educational qualification	certicate of computer literacy
I could work	yes

Languages

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

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2010-04-00 (14 years)
Salary you wish	8000 R per month
How much do you earn now	5000 R per month