



Philisiwe Ndwandwe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an ambitious, hard working person.

I have bachelor degree in economics and banking. I have one year experience in office administration. I am computer literate.

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1989-05-02 (35 years old)
Gender	Female
Residential location	Johannesburg 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 2018.10 iki 2019.11
Company name	Nqanawe Holdings
You were working at:	Administrators
Occupation	Office Administrator
What you did at this job position?	Taking orders to and reporting back to the director. General administrative duties e.g filling, photocopying, and scanning. Prepare payroll. Record and reconcile accounts. Prepare and bid documents. Send and receive emails. Receive calls.

Education

Educational period	nuo 2015.01 iki 2018.12
Degree	Degree
Educational institution	University of Zululand
Educational qualification	Bachelor of commerce
I could work	Finance

Languages

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

Computer knowledge

Microsoft word
Excel
Internet browser
PowerPoint

Recommendations

Contact person	Noah Nyawo
Occupation	Director
Company	Nqanawe Holdings
Telephone number	0837177321
Email address	nqanaweholding@yahoo.com

Additional information

Your hobbies	Cooking Watching TV
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	5000 R per month