



# Nompumelelo Ndlovu

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm looking for any type of job opportunity especially administration job or retail jobs. i am flexible to any type of job assignment. i am hard working person who never shy to speak her mind. i am an extrovert person. i have the ability to learn. i also like to work within the team simple because that is when I have learn to handle different kind of attitudes. i am pantuality is my second name. i am very good in customer services. I am quit good in computer packages.

## Contacts and general information about me

Day of birth	1983-11-22 (41 years old)
Gender	Female
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.11 iki 2017.10</b>
Company name	eThekwini Municipality
You were working at:	Administrators
Occupation	Project Administrator Intern
What you did at this job position?	Assisting Project Officer

## Education

Educational period	<b>nuo 2009.01 iki 2011.11</b>
Degree	Diploma
Educational institution	Mangosuthu University of Technology
Educational qualification	Office Management and Technology
I could work	anywhere

## Languages

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

**Computer knowledge**

Ms Word, Ms PowerPoint, Ms Outlook, Ms Publisher, Ms Excel, Ms Access and other relevant applications.

**Conferences, seminars**

Minutes taking seminars

**Recommendations**

Contact person	Zimele Cele
Occupation	Project Officer
Company	eThekweni Municipality
Telephone number	0313113192
Email address	zimele.cele@durban.gov.za

**Additional information**

Your hobbies	reading novels, swimming
Salary you wish	3000 R per month
How much do you earn now	N/A R per month