



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 (40 years old)
Gender	Female
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 2015.11 iki 2017.10
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	nuo 2009.01 iki 2011.11
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