



# Nomcebo Mwandla

Curriculum Vitae (CV)

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

My name is Nomcebo Mwandla I'm 27 year's of age born and raised in Durban Inanda-area. I went to Amaoti Primary School till Grade 7 and matriculated at Tshutshutshu Secondary School at Stanger Maphumulo Area, I have 3 years Diploma in Public Management I graduated at Mfolozi College Kwadukuza Grautville area.

I have experience in Administration, Data Capturing, Asset Management, Budget and Expenditure and as well as Personal Assistant.

I am a hardworking individual, I have good communication skills, Computer skills, Telephone skills, I love working with people and individually, I believe I'm beautifully positively aggressive.

Working to serve people has always been my passion and I'm very dedicated. It would be my honer to get this opportunity as I have tremendous to offer to the entire organisation to be recognised as the mostly effective service provider to the people.

Thank you

Yours Sincerely Nomcebo Mwandla.

|                         |                                     |
|-------------------------|-------------------------------------|
| Preferred occupation    | Receptionist<br>Administrative jobs |
| Preferred work location | KwaZulu-Natal                       |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1992-09-08 (31 years old)   |
| Gender               | Female  |
| Residential location | KwaZulu-Natal   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Additional information

Salary you wish

R8000 R per month

How much do you earn now

R00.00 R per month