



# Nontsingiselo Mhanya

Curriculum Vitae (CV)

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

AM HARD WORKER, WILLING TO LEARN NEW THINGS AM ALSO FAST LEARNER

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	East London Eastern Cape

## Contacts and general information about me

Day of birth	1993-03-06 (32 years old)
Gender	Female
Residential location	East London Eastern Cape
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 2014.04 iki 2016.06</b>
Company name	HEALTH
You were working at:	HR intern
Occupation	HR CLERK
What you did at this job position?	HR STAFF ,ADMINISTRATION

Working period	<b>nuo 2017 iki dabar</b>
Company name	LIQUOR BOARD
You were working at:	Filing clerk
Occupation	FILLING CLERK
What you did at this job position?	MAINTAINING FILES

Working period	<b>nuo 2019.12 iki 2020.10</b>
Company name	phillip and mabona Attorneys
You were working at:	Switchboard operator
Occupation	SECREATARY
What you did at this job position?	ADMIN STAFF

### Education

Educational period	<b>nuo 2012.07 iki 2014.12</b>
Degree	Diploma
Educational institution	BUFFALO CITY COLLAGE
Educational qualification	DIPLOMA
I could work	AT HEALTH

### Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	fluent	fluent	fluent

### Computer knowledge

OS WINDOWS;SOFTWARE ,MICROSOFT OFFICE .ADOBE PHOTOSHOP ,PUBLISHER,OUTLOOK

### Conferences, seminars

NO

### Recommendations

Contact person	MTETO
Occupation	MANAGER
Company	phillip and mabona Attorneys
Telephone number	0738810740
Email address	ntsingymhanya@gmail.com

### Additional information

Your hobbies	WRITTING,READING
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	5000 R per month