



# Nokubonga Buthelezi

Curriculum Vitae (CV)

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

I am looking for general work. I have a computer literacy and commucation skills. I like to work under pressure and with people who have their different backgrounds.

Preferred occupation	Receptionist
	Administrative jobs
	Switchboard operator
	Administrative jobs
	Administrators
	Administrative jobs
	Office manager
	Other jobs
Preferred work location	Durban City
	KwaZulu-Natal

## Contacts and general information about me

Day of birth	1992-06-21 (33 years old)
Gender	Female
Residential location	KwaZulu-Natal
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.07 iki 2017.07</b>
Company name	Thokozani Clinic
You were working at:	Receptionists
Occupation	Admin clerk
What you did at this job position?	Data capturing

## Education

Educational period	<b>nuo 2015.01 iki 2017.12</b>
Degree	Certificate
Educational institution	Richtek Umfolozi TVET College
Educational qualification	Office Administration

#### Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	very good

#### Computer knowledge

Ms Word, Ms Excel, Ms Powerpoint, Outlook

#### Conferences, seminars

Richtek

#### Recommendations

Contact person	0832283961
Occupation	Finance clerk
Company	Department of finance
Telephone number	0832283961

Contact person	0834568106
Occupation	Lecture
Company	Richtek umfolozi college
Telephone number	0834568106

#### Additional information

Your hobbies	Reading, watching TV, home stuff, relaxing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2014-06-00 (11 years)
Salary you wish	R18000 R per month
How much do you earn now	R440 R per month