



Nontsikelelo Crisselda Ntuli

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I hold over 14 yrs experience as a company Secretary in a manufacturing company with full office support administration, payroll of 30 staff members, debtor and creditors recons, invoicing, faxing, e-mails, scanning and internet banking

Preferred occupation	Administrators
	Administrative jobs
	Secretaries
	Administrative jobs
Preferred work location	Johannesburg
	Gauteng
	East Rand
	Gauteng

Contacts and general information about me

Day of birth	1983-06-29 (42 years old)
Gender	Female
Residential location	East Rand Gauteng
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 2006.03 iki 2020.12
Company name	Jawa Powder Coating
You were working at:	Generals
Occupation	Secretary
What you did at this job position?	Secretary to MD and office management

Education

Educational period	nuo 2003.01 iki 2003.12
Degree	Grade 11
Educational institution	Global combined college
I could work	Administration

Languages

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

Computer knowledge

Microsoft word, excel ,internet banking , quickbooks, pastel programs , emails scanning

Conferences, seminars

Zoom meeting

Recommendations

Contact person	Oupa litabe
Occupation	Mananger
Company	Jawa Powder Coating

Additional information

Your hobbies	Reading
Driver licenses	None
Salary you wish	12000 R per month
How much do you earn now	9300 R per month