



Nokwazi Ndlovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Cashier position and office related posts

i am a hard-worker and dependable individual who is pro-active and enthusiastic with the ability to work well both independently and in a team. i have the experience of working with the public, which has taught me to value friendliness , open - mindedness and thinking on my feet.

| | |
|-------------------------|--------------------------------|
| Preferred occupation | Cashiers Retail, store jobs |
| Preferred work location | newcastle KwaZulu-Natal |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1979-09-29 (46 years old) |
| Gender | Female |
| Residential location | Midlands KwaZulu-Natal |
| 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 2010.03 iki 2011.01 |
| Company name | Capitec Bank |
| You were working at: | Sales consultant |
| Occupation | Sales Consultant |
| What you did at this job position? | Granting loans , Consolidation of debts, opening savings accounts |

Working period **nuo 2011.03 iki 2013.02**
 Company name My ClaimMate
 You were working at: Administrators
 Occupation Administrator
 What you did at this job position? Responsible for Administration and organization of the office, Office filling

Working period **nuo 2013.10 iki 2020.02**
 Company name Jet Stores
 You were working at: Cashiers
 Occupation Service Centre Operator
 What you did at this job position? Head Cashier and Supervisor at till points. Customer service duties

Education

Educational period **nuo 2001.01 iki 2001.12**
 Degree Grade 12 / Matric
 Educational institution Ziphakamiseni Public School
 Educational qualification Grade 12

Educational period **nuo 2002.01 iki 2002.12**
 Degree Certificate
 Educational institution Professional Colleges of Southern Africa
 Educational qualification Information Technology
 I could work microsoft packages

Educational period **nuo 2003.01 iki 2005.12**
 Degree Diploma
 Educational institution Cape Technikon
 Educational qualification Office Management and technology
 I could work administrative related posts

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| isiZulu | fluent | fluent | fluent |
| isiXhosa | very good | very good | basic |
| Afrikaans | basic | good | good |
| Sepedi | very good | fluent | do not know |
| Sesotho | very good | very good | do not know |

Computer knowledge

Information systems
 windows 95/98.
 microsoft word.
 microsoft excel.
 microsoft access
 turbo pascal programming
 internet studies
 pastel

Recommendations

| | |
|------------------|-------------------|
| Contact person | Mrs Lucy Khumalo |
| Occupation | store manager |
| Company | jet stores |
| Telephone number | 083 978 3888 |
| Contact person | Mrs Sizile Makola |
| Occupation | ceo |
| Company | myclaimmate |
| Telephone number | 083 786 2489 |

Additional information

| | |
|-----------------|------------------|
| Your hobbies | reading novels |
| Salary you wish | 3000 R per month |