



Nolusindiso Zetu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- I am committed, dedicated, discipline, energetic individual with vision. I am keen. willing and hard grafter person with good communication skills, punctual, trustworthy and responsible and I can be in this type of trade.
- To increase my experience with public environment that demands high standard and encourage self -development and team building.
- To further my career while learning new and creative ways of improving my skills.
- My objective is to ensure stimulating and challenging position that offers an opportunity to advance on merit.

Preferred occupation Administrators
Administrative jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1989-07-31 (36 years old)

Gender Female

Residential location Welkom
Free State

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Education

Educational period **nuo 2009.01 iki 2009**

Degree Certificate

Educational institution boston business college

Educational qualification media consultant

I could work as admin clerk

Languages

Language	Speaking level	Understanding level	Writing level
----------	----------------	---------------------	---------------

English

fluent

fluent

very good

Computer knowledge

- Computer skills (MS WORD, EXCEL, POWER POINT, ACCESS, OUTLOOK)
- Ability to perform routine task
- Organizing skills
- Effective and excellent communication skills
- Experience of clinicom, (IPLAN AND Q doc new system) knowledge of hospital fees memorandum 18 UPFS

Conferences, seminars

BOSTON COLLEGE -MEDIA CONSULTANT-CERTIFICATE

- Principles of advertising
- Principles of journalism
- Intro to public relation
- MS word 2003 basic
- Business English

Damelin college-media studies and journalism -diploma

- News reporting
- Language studies
- Comp-typing
- End -user computing
- Media studies
- Media production
- Editorial management
- Media law

Recommendations

Contact person	abigail myeki
Occupation	supervisor
Company	khayelitsha hospital
Telephone number	0213604524
Email address	abigailmyeki@gov.co.za

Additional information

Your hobbies	reading books
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	3000 R per month

