



# Pretty Ntombenhle Ndlovu

Curriculum Vitae (CV)

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

I am looking for Human resources management and Receptionist

I am a very hard working person, with a good communication skills, and a person whose always able to work under pressure and I am always open to learn new things, I don't mind working over time. And I qualify for the job because I have experience to back it up, I don't like being reminded about my work because I know that I work very hard once I'm given an opportunity.

Preferred occupation

**Administrators**

Administrative jobs

**Secretaries**

Administrative jobs

**Recruitment professional**

Management, human resources jobs

Preferred work location

**Durban City**

KwaZulu-Natal

**Volksrust**

Mpumalanga

**Drakensberg**

KwaZulu-Natal

## Contacts and general information about me

Day of birth

1988-11-25 (37 years old)

Gender

Female

Residential location

**Durban City**

KwaZulu-Natal

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

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## Work experience

Working period	<b>nuo 2018.09 iki 2021.02</b>
Company name	Unjani Clinic Nquthu
You were working at:	Receptionists
Occupation	Clinic Assistant
What you did at this job position?	Stock taking, receiving stock, office work answering telephone, filing documents, receiving patients, typing documents, receiving emails and sending emails and do financial report month end

#### Education

Educational period	<b>nuo 2011.01 iki 2015.06</b>
Degree	Grade 12 / Matric
Educational institution	Mthashana TVET College
Educational qualification	Human resources management
I could work	Human resource officer

#### Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

#### Computer knowledge

Good with window softwares:

Word

Excel

Power Point

As well as Typing skills

#### Recommendations

Contact person	Zandile Moloi
Occupation	Clinic Manager
Company	Unjani Clinic Nquthu
Telephone number	0823104201
Email address	unjani.nquthu@outlook.com

#### Additional information

Your hobbies	Reading Typing
Driver licenses	None
Salary you wish	12000 R per month
How much do you earn now	4000 R per month