



Nelly Mathumbu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin clerk

Good communication skill

I am a hard worker and I can work underpressure

Preferred occupation	Academic officer Management, human resources jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1994-12-12 (31 years old)
Gender	Female
Residential location	Bizana Eastern Cape
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 2017.02 iki 2019.02
Company name	Imfolozi JSS
You were working at:	Administrators
Occupation	Unemployed
What you did at this job position?	Capturing data
Working period	nuo 2019.03 iki 2020.10
Company name	Isibaya Funeral Services
You were working at:	Operations Clerk
Occupation	Unemployed
What you did at this job position?	Receiving clients

Education

Educational period	nuo 2015.01 iki 2016.12
Degree	Diploma
Educational institution	Ingwe tvet college, Siteto Campus
Educational qualification	Management Assistant
I could work	I could work under pressure with no complain

Languages

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

Computer knowledge

Using Microsoft word, Power point, Excell, Outlook
 Sending and receiving emails
 Typing skill
 Using SASAMS
 Capturing of data

Conferences, seminars

Attending workshops

Recommendations

Contact person	Mrs N Vumisa
Occupation	Employed
Company	Imfolozi jss
Telephone number	0736960172
Email address	Imfolozijss@gmail.com

Additional information

Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R1500 R per month