



Nomsa Andile Kubheka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am passionate about my work

I am ambitious and driven. I thrive on challenge and constantly set goals for myself, so I have something to strive toward. I'm not comfortable with settling, and I'm always looking for an opportunity to do better and achieve greatness. I'm a people-person. I love meeting new people and learning about their lives and their backgrounds. I can almost always find common ground with strangers, and I like making people feel comfortable in my presence.

Preferred occupation **Generals**
General jobs

Preferred work location **Witbank**
Mpumalanga

Ermelo
Mpumalanga

Contacts and general information about me

Day of birth **1996-12-06 (29 years old)**

Gender **Female**

Residential location **Pretoria / Tshwane**
Gauteng

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 **nuo 2020.08 iki 2021.02**

Company name **IHESA**

You were working at: **Front Desk Agent**

Occupation **Receptionist**

What you did at this job position? **Meeting and greeting clients Booking meetings Arranging couriers Keeping the reception area tidy Answering and forwarding phone calls Screening phone calls Sorting and distributing post**

Education

Educational period	nuo 2010 iki 2014
Degree	Grade 12 / Matric
Educational institution	Dan Kutumela Secondary School
Educational qualification	Still in progress
I could work	as a general worker

Languages

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

Computer knowledge

Basic end user Computer
 microsoft Office. IT Support. Word. Excel. Powerpoint. Email and internet

Recommendations

Contact person	Lucia Mutavhasinde
Occupation	Administrator
Company	IHESA
Telephone number	0715499161
Email address	luciam@hesa.co.za

Additional information

Your hobbies	Volunteering. Traveling. Music
Driver licenses	None
Salary you wish	3500 R per month
How much do you earn now	00 R per month