



Nomusa Mnikathi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for office work or a job as a Librarian.

- Working under pressure.
- Striving for excellence in whatever activity I am engaged in.
- Prioritizing application of politeness strategies when interacting with people.
- Respect

Preferred occupation Operations Clerk
 Administrative jobs

Preferred work location Durban City
 KwaZulu-Natal

Contacts and general information about me

Day of birth 1972-02-07 (53 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 **nuo 2000.01 iki 2000.06**

Company name Qashana Library as a volunteer in Clermont.

You were working at: Project Planner

Occupation Librarian

What you did at this job position? Cataloguing and Classification

Working period	nuo 2000.07 iki 2013.08
Company name	Nedcor Group
You were working at:	Banking
Occupation	Data Capturer
What you did at this job position?	IDT operator, responsible for capturing deposit slips and cheques. Capturing serial codes, bank codes and amounts and balancing. Served as a Special Clearance Clerk, calling clients on the status of their cheques. Also worked as an Unpaid Clerk and Cash Admin Clerk.

Education

Educational period	nuo 1995.01 iki 1998.12
Degree	Degree
Educational institution	University of KwaZulu-Natal
Educational qualification	Bachelor of Social Science Degree
I could work	With any job that related to youth and community development.
Educational period	nuo 1999.01 iki 1999.12
Degree	Diploma
Educational institution	University of KwaZulu-Natal
Educational qualification	Advanced University Diploma In Information Studies
I could work	Librarian
Educational period	nuo 1998.01 iki 1998.12
Degree	Diploma
Educational institution	Academy Of Learning College
Educational qualification	Computer Clerk Diploma
I could work	Administrative Clerk

Languages

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

Computer knowledge

- Keyboard Training ,
- Microsoft Word,
- MS Word 97 Level 1
- MS Excel 97 Levele 1

Conferences, seminars

-Certificate Of Attendance :Valuing Diversity and Competence in Assertiveness.

Recommendations

Contact person	No
Occupation	N/A
Company	N/A
Telephone number	N/A

Additional information

Your hobbies	- Working - Music - Volley ball and dancing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2005-05-00 (20 years)
Salary you wish	18000 R per month
How much do you earn now	15000 R per month