



Nontlantla Novuka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Sir / Madam

I am a decent and responsible person. I have ability to work under pressure, individually or as a team. I know that I can fit in your department as I am good with people and I would love to work and help the community as a young person. I have a Diploma in Public Management. And I worked for the Gauteng Department of Education, which gave me the knowledge and skills to work in Public and private sector.

I have work experience in office environments as the Administration clerk and Data Capture at the department of education giving me varied skills e.g. skill in Microsoft Office, problem solving skill and communication skills(written and verbal). and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills, pays attention to every detail and eager to learn from others. I'm keen to work for the department with a great reputation and high profile like your department.

I have references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my details on file for any future possibilities.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours sincerely

NOVUKA NONTLANTLA

Preferred occupation

Administrators
Administrative jobs

Secretaries
Administrative jobs

Personal assistant
Administrative jobs

Preferred work location

Johannesburg
Gauteng

Contacts and general information about me

Day of birth	1987-03-22 (37 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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

Company name	Gauteng Department of Education
Occupation	Admin and Data capturer
What you did at this job position?	General office administration and capturing data on the system. Examples making copies, writing reports, talking minutes in meetings, packaging reports to be sent enroute, etc

Education

Educational period	nuo 2013.02 iki 2016.11
Degree	Diploma
Educational institution	South West Gauteng College
Educational qualification	Public Management
I could work	I could work in any company

Languages

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

Computer knowledge

Microsoft Office : Word, Excel, PowerPoint and Outlook

Conferences, seminars

None

Recommendations

Contact person	Mahlodi Mokgehele
Occupation	SUPERVISOR
Company	Gauteng Department of Education
Telephone number	0834017608

Additional information

Driver licenses None, B Light Vehicle ≤ 3,500kg, A1 Motorcycle ≤ 125cc, A

Salary you wish

Motorcycle > 125cc, EB Articulated Light Vehicle \leq 3,500kg,
C1 Heavy Vehicle 3,500kg - 16,000kg, EC1 Articulated Heavy
Vehicle 3,500kg - 16,000kg, C Extra Heavy Vehicle >
16,000kg, EC Articulated Extra Heavy Vehicle > 16,000kg

+R7000 R per month