



Nomaza Mfunqulwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative jobs

Receptionist

Admin clerk

I'm adapting easily in a new environment that's why I feel confident that I'm an ideal candidate for this job as I have basis knowledge on telephone etiquette, data capturing duties, filing and all administrative duties. I have Nd: office management & technology and computer literate.

Preferred occupation Receptionist
Administrative jobs

Data capturers
Administrative jobs

Preferred work location Rustenburg
North West

Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1988-08-28 (37 years old)

Gender Female

Residential location Johannesburg
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 2019.03 iki 2020.12**

Company name Walter sisulu university

You were working at: Data capturers

Occupation Library assistant

What you did at this job position? Attending visiting

Education

Educational period	nuo 2018.01 iki 2020.12
Degree	Diploma
Educational institution	Walter sisulu university
Educational qualification	Office Management & Technology
I could work	Any administration,HR,Procurement

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
isiZulu	good	good	good

Computer knowledge

Ms word
Ms excel
Ms PowerPoint
Ms outlook
Ms access

Recommendations

Contact person	Mr C Pakade
Occupation	Senior librarian
Company	Walter sisulu university
Telephone number	0663712799
Email address	cmpakade@wsu.ac.za

Additional information

Your hobbies	Reading books Interest search
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	2000 R per month