



# Nomfundo Majola

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm looking for human resources internship or office assistance job. I have a good communication skills, I have a passion to handle any behaviour, honest, hard working, integrity, skills for managing files system and updating the paper work. I have a skills for dispute resolution and be able to greeting clients and visitors in a satisfying manner.

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1995-11-13 (30 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Education

Educational period	<b>nuo 2016.02 iki 2018.11</b>
Degree	Degree
Educational institution	University of Zululand
Educational qualification	BA Industrial Sociology major with HR and Labour Law
I could work	I could work at human resources, Offices assistance, Admin clerk etc.

## Languages

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

## Computer knowledge

Excel, Word, Power point office.

### **Additional information**

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2021-05-00 (4 years)

Salary you wish 3500 R per month

How much do you earn now 1000 R per month