



Nonhlakanipho Ngcongo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Finance and accounting jobs. Also administrative jobs

I have an experience as an Admin Intern and a certificate that proves that it was completed.

I also have certificate in both pastel and payroll. I have sound knowledge of computers which includes Microsoft Word, excel, outlook, access and powerpoint.

I am a hardworking and dedicated individual with passion for excellence which i believe is rather necessary for any position.

Preferred occupation	Finance officer Finance jobs
	Administrators Administrative jobs
	Bookkeeper Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1999-03-18 (26 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. Sign in

Work experience

Working period	nuo 2020.10 iki 2021.06
Company name	Process Litho
You were working at:	Administrators
Occupation	Admin Intern
What you did at this job position?	Reception duties and Admin duties

Education

Educational period	nuo 2016.02 iki 2018.11
Degree	Diploma
Educational institution	Mangosuthu University of Technology
Educational qualification	National Diploma in Accounting
I could work	At an office. Any office work

Languages

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

Computer knowledge

Microsoft Word, excel, outlook, PowerPoint and access

Certificate in both sage pastel and payroll

Conferences, seminars

Employment Equity

Recommendations

Contact person	Bongi we Zulu
Occupation	Admin surpevisor
Company	Process Litho
Telephone number	031 569-1020

Additional information

Your hobbies	Reading
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	N/A R per month