



# 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 (25 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2020.10 iki 2021.06</b>
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	<b>nuo 2016.02 iki 2018.11</b>
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