



# Sinenhlanhla Ngubane

Curriculum Vitae (CV)

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

Admin clerk

Update registers and enquiries

- Make photocopies and receive or send facsimile
- Maintain leave register for the component
- Record, organize, store, capture and retrieve correspondence and data [line function]
- Receive phone calls
- Consume office and reception duties

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      North Suburbs  
KwaZulu-Natal

## Contacts and general information about me

Day of birth                                      1997-11-26 (28 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 2019.05 iki 2020.11**

Company name                                      Department of education

You were working at:                              Receptionists

What you did at this job position?      Maintain leave register for the component

## Additional information

Salary you wish                                      R8000 R per month

How much do you earn now                      R000 R per month