



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 (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 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