



Nomakhaya Nkasa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for general work opportunities, I am a hardworking young person that comes from Eastern Cape currently staying in Tembisa, I am living with physical disability. I worked hard to earn my qualifications after my matric of which is System Development NQF Level 5 also Microsoft MCSE and Microsoft Modern Desktop. I have not yet been in a position of formal employment, however I have built great experience in customer service as was working as Debt Collector, I also worked as Receptionist. My customer service skills mean that I am a favourite person who loves working with people.

Some additional skills I worked at Ekurhuleni Library as a computer assistance.

I am passionate about customer service and working on Desktop, I would like to pursue a career, I know I am a good candidate for this job.

Preferred occupation Generals
General jobs

Preferred work location Brits
North West

Contacts and general information about me

Day of birth	1986-08-09 (39 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2015.01 iki 2015.09**
 Company name Love Life Youth Centre
 You were working at: Computer operator
 Occupation Computer Assistance
 What you did at this job position? Train and assist elders and youth with computer Skills and assist with online applications

Working period **nuo 2017.01 iki 2017.12**
 Company name Trainingforce
 You were working at: Debtors clerk
 Occupation Debt Collector
 What you did at this job position? Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.

Working period **nuo 2018.01 iki 2018.12**
 Company name Ekurhuleni Library
 You were working at: Computer operator
 Occupation Computer Assistant
 What you did at this job position? Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, assistant with online applications

Working period **nuo 2019.01 iki 2019.12**
 Company name Water Skills
 You were working at: Receptionists
 Occupation Receptionist
 What you did at this job position? Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals

Education

Educational period **nuo 2015.10 iki 2016.11**
 Degree Certificate
 Educational institution DVG Media Training
 Educational qualification System Development NQF Level 5
 I could work I could work as website designer, and work with coding

Educational period **nuo 2017.12 iki 2018.11**
 Degree Certificate
 Educational institution Netcampus
 Educational qualification Microsoft MCSE
 I could work Certified Solutions Associated: Windows Server 201 Certified Solutions Associated: Windows Server 2016 Certified Solutions Expect: Cloud Platform and Infrastructure

Educational period **nuo 2018.06 iki 2018.10**
 Degree Certificate
 Educational institution Netcampus
 Educational qualification Microsoft Modern Desktop
 I could work Managing modern desktop with windows 10

Languages

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

Computer knowledge

I have a lot of computer knowledge as i was staying qualification based in computer, started using computer when was doing my System Development , they taught us from the basics to deeper,

Windows 10 , Microsoft office applications, Word, Excel, PowerPoint , Outlook & OneDrive

Recommendations

Contact person Dineo
 Occupation Supervisor
 Company Trainingforce
 Telephone number 0784973989
 Email address dineo@trainingforce.co.za

Contact person Nomfundo Madi
 Occupation Mentor
 Company Ekurhuleni Library
 Telephone number 0119994446
 Email address lending4@ekurhuleni.gov.za

Contact person	Emmanuel
Occupation	Trainer
Company	Netcampus
Telephone number	0836196035
Email address	emmanuel@netcampus.co.za

Additional information

Your hobbies	Team work Team leader Singing Reading Photography Baking Travelling
Driver licenses	None
Salary you wish	From R7 000 R per month
How much do you earn now	I'm not working R per month