



Nokwanda Vezi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

DATA CAPTURE

I am an extremely motivated individual with a natural ability to solve problems which might arise in the working environment .An impeccable Attention to detail who is friendly and approachable individual. i am looking forward to join a growing organization that is committed to hiring diverse workforce

Preferred occupation	Filing clerk Administrative jobs
	Data capturers Administrative jobs
	Personal assistant Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1999-01-25 (26 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2020.01 iki 2020.07
Company name	Ikhakhama primary school
You were working at:	Filing clerk
Occupation	administration clerk
What you did at this job position?	Registering leaners ,managing school recoders ,filling

Working period	nuo 2020.07 iki 2022.01
Company name	Future Discovery Training accademy
You were working at:	Data capturers
Occupation	administration clerk
What you did at this job position?	Filling ,sending and receiving emails ,Managing incoming and outgoing calls ,capturing company information to the system

Education

Educational period	nuo 2013.01 iki 2019.11
Degree	Grade 12 / Matric
Educational institution	Impunga High School
Educational qualification	Grade 12
I could work	YES

Educational period	nuo 2018.07 iki 2019.11
Degree	Certificate
Educational institution	COASTAL KZN TVET COLLEGE
Educational qualification	PUBLIC MANAGEMENT
I could work	YES

Languages

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

Computer knowledge

ADOPE
MICROSOFT OFFICE
MICROSOFT WORD
EXCEL
POWER POINT
PDF

Conferences, seminars

INSERVICE TRAINING FOR EXPERIENCE PURPOSES FROM 2020 TO 2022

**PUBLIC MANAGEMENT
Recommendations**

N4
Contact person LUNGA NGUBNE
N5
Occupation PROJECT CO- ORDINATOR /SUPERVISOR
N6 CERTIFICATES FROM :2018 TO 2019 OBTAINED FROM COASTAL KZN TVET COLLEGE OF WHICH
Company FUTURE DISCOVERY TRAING ACADEMY
IAM AWAITNG TO OBTAIN MY DIPLOMA
Telephone number 0313012087/0838873126
Email address lungan@fdta.co.za

Additional information

Your hobbies Music
Netball
Reading
Cooking
Driver licenses None
Salary you wish R15000 R per month
How much do you earn now R4000 R per month