



# Hellen Nkosi

Curriculum Vitae (CV)

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

Administration and office Assistant or Clerk

Preferred work location      East Rand  
Gauteng

## Contacts and general information about me

Day of birth      1991-02-24 (34 years old)

Gender      Male

Residential location      East Rand  
Gauteng

Telephone number      *Information is available only for registered users.*  
[Sign in](#)

Email address      *Information is available only for registered users.*  
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## Work experience

Working period      **nuo 2019.05 iki 2020.06**

Company name      Gugulesizwe primary school Benoni

You were working at:      Data capturers

Occupation      Admin Assistant

What you did at this job position?      Office Assistant

## Education

Educational period      **nuo 2015.01 iki 2015.11**

Degree      Certificate

Educational institution      End User Computer

Educational qualification      Computer

I could work      Office duties

## Languages

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

### Computer knowledge

Microsoft Word Excel Outlook and PowerPoint

Email incoming and outgoing emails

Answering incoming and outgoing calls

Data Capture

### Conferences, seminars

Filling and bookkeeper

### Recommendations

Contact person	Tv Mavundla
Occupation	Principal
Company	Gugulesizwe primary school Benoni
Telephone number	011 424 3302
Email address	Tv.mavundla@gmail.com

### Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-10-00 (7 years)
Salary you wish	5000 R per month
How much do you earn now	000 R per month