



Nokwanda Sthembile Ndlovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake or situation that I am presented with, as a graduate with one year experience in office administration, I am excellent working with others to achieve a certain objective on time with excellence.

Preferred occupation	Generals General jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1995-02-21 (30 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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 2017.01 iki 2017.08
Company name	Johannesburg Metro Police Department
You were working at:	Sales administartor
Occupation	Administrative assistant
What you did at this job position?	Submitting timely reports and prepare presentation assist colleague whenever necessary staff.

Education

Educational period	nuo 2019.01 iki 2020.11
Degree	Certificate
Educational institution	University of South Africa
Educational qualification	Criminal justice
I could work	Available positions

Educational period	nuo 2016.01 iki 2017.11
Degree	Certificate
Educational institution	Services Seta
Educational qualification	Business Administration Services
I could work	Available positions

Languages

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

Computer knowledge

Competent in Microsoft office, Excel, Powerpont, Word, Publisher and outlook.

Recommendations

Contact person	Flynn Van Rensburg
Occupation	Supervisor
Company	Johannesburg Metro Police Department
Telephone number	0825608422

Additional information

Your hobbies	Cooking and listening to music.
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	0.00 R per month