



Nompendulo Ndlovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an individual seeking an opportunity to grow within an organization that focuses on satisfaction of their daily customers or clients and be a part of a team that contributes in the wellbeing of the organization. I am a fast learner, organised and professional person. I believe that with my experience from my previous positions I can be a significant contribution. I am looking forward to joining a team that will allow me grow within it and use my skills and knowledge to achieve goals in future.

Preferred occupation

Pharmacy Dispensary Assistant

Medicine, healthcare, nursing jobs

Optical assistant

Medicine, healthcare, nursing jobs

Medical receptionist

Medicine, healthcare, nursing jobs

Cashiers

Retail, store jobs

Shop assistants

Retail, store jobs

Learnership

Other jobs

Part time jobs

Part time, weekend jobs

Front Desk Agent

Administrative jobs

Receptionist

Administrative jobs

Jobs for students

Student jobs

Preferred work location

Mbombela / Nelspruit

Mpumalanga

Malelane

Mpumalanga

Witbank

Mpumalanga

Ermelo
Mpumalanga

Witrivier
Mpumalanga

Johannesburg
Gauteng

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth	1994-06-10 (29 years old)
Gender	Female
Residential location	Barberton Mpumalanga
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 2014.03 iki 2019.07
Company name	Godfrey Mnisi Optometrist
You were working at:	Optical assistant
Occupation	Front desk assistant
What you did at this job position?	<ul style="list-style-type: none"> •Performing administrative duties •Handling basic inquiries •Scheduling and confirming appointments •Welcoming and assisting patients in a friendly and professional manner •Calling medical aid schemes for benefits confirmations
Working period	nuo 2019.08 iki 2020.08
Company name	Helen Joseph Hospital
You were working at:	Pharmacy Dispensary Assistant
Occupation	Pharmacist Assistant Learner Basic
What you did at this job position?	<ul style="list-style-type: none"> •Maintaining,organizing,packing,picking stock •Answering and referring questions to the Pharmacist •Assisting in pre packing and manufacturing medication • stock taking and maintenance of the FIFO and FEFO

Education

Educational period	nuo 2019.08 iki 2021.03
Degree	Certificate
Educational institution	Health Science Academy
Educational qualification	National Certificate Pharmacist Assistance -Institutional
I could work	As a Pharmacist Assistant basic, Pharmacy Dispensary assistant

Educational period	nuo 2013.01 iki 2013.12
Degree	Grade 12 / Matric
Educational institution	Kamhola Secondary School
Educational qualification	National Senior Certificate
I could work	Any entry level position that requires matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
SiSwati	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	basic	good	basic
Xitsonga	basic	good	basic

Computer knowledge

Basic computer skill,Microsoft office

Recommendations

Contact person	Zoliswa Dilata
Occupation	Pharmacist (Tutor)
Company	Helen Joseph Hospital
Telephone number	073 126 8855

Additional information

Driver licenses	None
Salary you wish	R3500.00 R per month