



Neo Nozipho Nkosi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear : Hiring Manager

It is a pleasure to be applying for Administrative jobs, Data capture and secretarial positions. I believe my previous experience as an administrator customer skills and my eagerness to learn has provided me with the chance to build and improve all the key skills related to the positions

My positive points

- Professional in both performances and presentation.
- Proven ability to plan and complete multiple tasks with strict deadlines.
- Able to learn new tasks quickly and accurately.
- Experience in communicating effectively at all levels.
- A team player who is always willinh to go the extra mile.

Preferred occupation Administrators
Administrative jobs

Miners
Mining jobs

Preferred work location Brits
North West

Contacts and general information about me

Day of birth 1988-08-20 (37 years old)

Gender Female

Residential location Brits
North West

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

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

Work experience

Working period **nuo 2017.09 iki 2018.09**
 Company name Tharisa mineral mine
 You were working at: Administrators
 Occupation Administrator

Education

Degree Grade 12 / Matric

Languages

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

Computer knowledge

Office skills
 Microsoft Suit

Conferences, seminars

Did not attend any.

Recommendations

Contact person Philemon Rasetlola
 Occupation Former Supervisor
 Company Tharisa mineral mine
 Telephone number 0825500164/0145720877

Additional information

Your hobbies I enjoy reading, drawing, attending events and spending tme with my kids.
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2016-03-00 (9 years)
 Salary you wish 20000 R per month
 How much do you earn now 1500 R per month