



Nokubonga Mphotoho

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for any job that is related to Human resource management.

I am very committed worker.

I am able to work under pressure and overtime, well dedicated person with excellent communication skills and ability to make decisions on my own and solve problem.

Preferred occupation	HR intern Management, human resources jobs
Preferred work location	East London Eastern Cape

Contacts and general information about me

Day of birth	1993-10-24 (32 years old)
Gender	Female
Residential location	East London Eastern Cape
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 2020.12 iki 2021.04
Company name	Ngqakayi j.s.s
You were working at:	Teachers
Occupation	Assistant teacher
What you did at this job position?	I was assisting in intermediate phase in life skills and isiXhosa also assisting in filling, photocopying, data capturing and printing

Working period **nuo 2021.11 iki 2022.03**
 Company name Ngqakayi j.s
 You were working at: Teachers
 Occupation Assistant teacher
 What you did at this job position? Assisting in printing, photocopy and also assisting in senior phase in mathematics

Working period **nuo 2022.05 iki 2022.08**
 Company name Ngqakayi j.s.s
 You were working at: Teachers
 Occupation Assistant teacher
 What you did at this job position? Assisting in classes

Education

Educational period **nuo 2018.01 iki 2020.12**
 Degree Diploma
 Educational institution Walter Sisulu University
 Educational qualification Human resource management
 I could work HR officer/HR Manager

Educational period **nuo 2021.01 iki 2022.12**
 Degree Degree
 Educational institution Walter Sisulu University
 Educational qualification Advanced diploma in HRM
 I could work HR Officer, Administration, Cleck and HR Manager

Languages

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

Computer knowledge

I have completed computer course at Skill Wise

Recommendations

Basic Computer User-Skills Training

Contact person

Mrs Qwase

-Introduction to Computer
Occupation

Principal

-File management
Company

Ngqakayi j.s.s

-Word processing
Telephone number

0837456570

-Spreadsheet
Email address

faithqwase@gmail.com

-Presentation

Contact person

Mr Mbetshu

Occupation

Lecturer

Company

Walter Sisulu University

Telephone number

0738273507

Email address

Lmbetshu@gmail.com

Additional information

Your hobbies

Participating in social activities
Netball player
Reading books

Driver licenses

None

How much do you earn now

R0.00 R per month