



# Nomkhosi Ngubane

Curriculum Vitae (CV)

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

Am looking for admin job and sales job so that I will gain more experience and knowledge that I have will add value to my skills ,and am willing to work hard and learning more new things and am a fast learner good listener well educated, ambitious person who has developed and mature responsible approach to any task that I undertake and I can work under pressure to make sacrifices for work .

Preferred occupation	Other jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1988-09-23 (35 years old)
Gender	Female
Residential location	Witbank Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2021.04 iki 2022.09</b>
Company name	Department of Health (Ngwelezana Hospital)
You were working at:	HR intern
Occupation	End of Internship
What you did at this job position?	Attend Telephone calls, updates files leave files and personal files, receiving applications from Candidates, Attend interviews, calling candidates for interviews , receiving EPMDS, capturing claims form and leave form, filling files to cabinets capturing leave form claims form.

Working period	<b>nuo 2018.09 iki 2020.02</b>
Company name	Department of Education
You were working at:	Training
Occupation	End of Inservice Training, using computer system to look up information and updates,
What you did at this job position?	Answering enquiries by telephone, data compilation, help clients with enquiries, receiving claims from suppliers, responsible for filing, keeping accurate records.

### Education

Educational period	<b>nuo 2003.01 iki 2006.12</b>
Degree	Grade 12 / Matric
Educational institution	Ezifundeni High School
Educational qualification	Grade 12
I could work	I could work for urgents, sales consultant

  

Educational period	<b>nuo 2015.02 iki 2019.11</b>
Degree	Diploma
Educational institution	Umfolozi TVET College (Esikhawini Campus)
Educational qualification	National Diploma in Public Management
I could work	Admin clerk, finance clerk, data capture, receptionist, sales Administrator, Intern , office Admin

### Languages

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

### Computer knowledge

Microsoft Word

Microsoft outlook

Microsoft Excel

Microsoft PowerPoint

### Recommendations

Contact person	Ms NS Ngubane
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### Additional information

Your hobbies	Reading books Cooking Dancing Jogging
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	Singing
	Fixing people problems
Driver licenses	None
Salary you wish	00 R per month
How much do you earn now	00 R per month