



Patience Nomthandazo Ngcobo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office administrator.

I can work under pressure, I have good communicating skills, I'm an extrovert and also a fast learner. I can handle incoming and outgoing correspondence, I can do general administrative duties such as filing and record management services, process documents for archiving, capturing new business and NTU reports, compiling monthly reports and reconciling and capturing payments of expense claims and invoice on E2 financial system

Preferred work location	Durban City KwaZulu-Natal
	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1990-08-22 (35 years old)
Gender	Female
Residential location	Melmoth KwaZulu-Natal
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 2016.06 iki 2017.12
Company name	Pick n Pay Eshowe
Occupation	Inserve trainee SITA internship
What you did at this job position?	Duties of being a cashier, inventory clerk and worked at bakery department

Working period	nuo 2018.06 iki 2018.09
Company name	Sanlamsky Eshowe
You were working at:	Sales administartor
Occupation	Field administrator
What you did at this job position?	Capturing new business and NTU reports.reconciling and capturing payments of expense claims and invoice on E2 financial system. Compiling monthly reports and general duties taking minutes of meetings, filling in documents

Education

Educational period	nuo 2014.06 iki 2015.12
Degree	Certificate
Educational institution	Umfolozi college Eshowe
Educational qualification	Certificate of achievement Business Management N4
Educational period	nuo 2009.06 iki 2009.12
Degree	Certificate
Educational institution	National computer college
Educational qualification	Certificate in computer literacy

Languages

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

Recommendations

Contact person	Miss N Luthuli
Occupation	Senior field administrator
Company	Sanlamsky
Telephone number	0354756502

Additional information

Driver licenses	None
Salary you wish	R11500 R per month
How much do you earn now	N/A R per month