



# Bongwiwe Ngcobo

Curriculum Vitae (CV)

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

General worker, Admin assistant or clerk. I have a experience of being an assistant teacher and lab Assistant where I was dealing with computer (word, excel and PowerPoint) also I have a qualification of Advanced Diploma in Human resource management and also have a computer literacy. I am hard worker and willing to know new things each and every time

|                         |                              |
|-------------------------|------------------------------|
| Preferred occupation    | Generals<br>General jobs     |
| Preferred work location | Durban City<br>KwaZulu-Natal |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1997-08-16 (28 years old)   |
| Gender               | Female  |
| Residential location | KwaZulu-Natal   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2017.02 iki 2017.11</b>   |
| Company name                       | Walter sisulu university   |
| You were working at:               | Lab assistant  |
| What you did at this job position? | Helping students on how to use computer, how to access at Microsoft, excel and PowerPoint  |
| Working period                     | <b>nuo 2021.11 iki 2022.08</b>   |
| Company name                       | Emaxulwini primary school  |
| You were working at:               | Teachers   |
| What you did at this job position? | Helping teachers to prepare their work, helping learners for their homework and revising work that has already done during lecture |

## Education

|                           |   |
|---------------------------|---|
| Educational period        | <b>nuo 2016.02 iki 2021.12</b>                  |
| Degree                    | Degree  |
| Educational institution   | Walter sisulu university                        |
| Educational qualification | Advanced diploma in Human resource management   |
| I could work              | I could work as team, solving business problems |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | very good           | very good     |
| isiZulu  | fluent         | fluent              | fluent        |
| isiXhosa | good           | good                | basic         |

### Computer knowledge

Proficient in the use of computers, including Microsoft office (MS Excel, MS outlook, MS word and Powerpoint, Access)

Knowledge of HR systems and databases & in- depth knowledge of labor law and HR best practices.

### Recommendations

|                  |                           |
|------------------|---------------------------|
| Contact person   | Mr. kuraheng              |
| Occupation       | Head of CLTD              |
| Company          | Walter sisulu university  |
| Telephone number | 0738273501                |
| Contact person   | Ms. ND Mkhize             |
| Occupation       | Principal                 |
| Company          | Emaxulwini primary school |
| Telephone number | 0824260174                |

### Additional information

|                          |  |
|--------------------------|--|
| Your hobbies             | Reading books and novels<br>Jogging<br>Playing netball |
| Driver licenses          | C1 Heavy Vehicle 3,500kg - 16,000kg                    |
| Driver license from      | 2023-08-00 (2 years)                                   |
| Salary you wish          | R3500-R4000 R per month                                |
| How much do you earn now | R4900 R per month                                      |