



Nandipha Ratshana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have two years experience in office administration. My skills include Excel Microsoft, PowerPoint Microsoft, Word Microsoft.

Preferred occupation	Generals General jobs
Preferred work location	Orkney North West

Contacts and general information about me

Gender	Female
Residential location	Orkney North West
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 2019.01 iki 2021.04
Company name	K6 Driving School
You were working at:	Receptionist
Occupation	Front desk
What you did at this job position?	Welcome and greet clients, Organising and schedule appointments, Answering phone calls.

Education

Educational period	nuo 2013.01 iki 2017
Degree	Grade 12 / Matric
Educational institution	Thuto Tsebo Secondary School
Educational qualification	Mathematics, Geography, Physical Sciences, Life Sciences
I could work	Anywhere

Languages

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

Computer knowledge

Microsoft Excel

Microsoft PowerPoint

Microsoft Word

Recommendations

Contact person	Mzingisi Magubha
Occupation	Owner
Company	K6 Driving School
Telephone number	0839812109

Contact person	Lydia Mabuza
Occupation	Instructor
Company	K6 Driving School
Telephone number	0736750517

Additional information

Driver licenses	None
Salary you wish	5 000.00 R per month
How much do you earn now	00.00 R per month