



# Nozipho Mendi Ngubane

Curriculum Vitae (CV)

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

Dear Sir/ Madam

I seek to apply for future employment in administration Position

I have a previous experience working as an Administrator/consultant. My daily duties included: Collate and distribute mail Organize and schedule appointments and take detailed minutes, Maintain and update databases and tracking systems, Compile, proofread and revise drafts of documents and reports, Liaise with stakeholders to handle requests and queries from senior managers, Develop and maintain a filing system, update and maintain office policies and procedures, Preparations of communications such as memos, emails, invoices, reports and other correspondence, Meeting with management to discuss possible improvements to the company's customer service, Handling customer complaints efficiently, Keeping records of customer interaction. And my professional expertise aligns closely with the responsibilities outlined in your job advertisement.

My skills and abilities includes: Advance Microsoft office skills, Analytic, Communication, Reporting & interpersonal skills, Typing skills (30 words per minute), Ability to work under pressure and with accuracy, Ability to work independently with no supervision, Ability to work under pressure, Works well in a team and independently, Creative thinker and innovative problem solver, Excellent concentration skills, Self-starter, Excellent relationship building skills.

I believe that being a part of your organization will further enhance my skills and benefits me with: Strong work ethic and leadership skills ,The opportunity to gain more work experience. The room learn and grow within the company premises. It will help me practice my skills and abilities that will benefit the company's development.

May I be considered for this opportunity I will appreciate the opportunity to work with you

Regards

N.M Ngubane

Preferred occupation

Administrators  
Administrative jobs

Preferred work location	Durban City KwaZulu-Natal
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#### Contacts and general information about me

Day of birth	1993-02-27 (32 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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>

#### Additional information

Salary you wish	20000 R per month
How much do you earn now	1700 R per month