



# Kgomotso Ndlovu

Curriculum Vitae (CV)

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

I currently hold Grade 12, N4, N5 and N6 in Management Assistant. I am looking for a job as Receptionist, office Administration, Personal Assistant, Data Capture, Administration Assistant and typist.

My positive points are:

curiosity and eagerness to learn new things.

Ability to adapt and adjust to changing situations.

Good time-management skills

Strong work ethic and determination to succeed.

Good communication skills and ability to work in teams.

Preferred occupation

Receptionist

Administrative jobs

Personal assistant

Administrative jobs

Filing clerk

Administrative jobs

Front Desk Agent

Administrative jobs

Government jobs

Government jobs

Cashiers

Retail, store jobs

Shop assistants

Retail, store jobs

Preferred work location

Pretoria / Tshwane

Gauteng

## Contacts and general information about me

Day of birth

1998-01-14 (27 years old)

Gender

Female

Residential location

Gauteng

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiZulu  | good           | good                | good          |
| English  | good           | good                | good          |

### Additional information

|                          |                                   |
|--------------------------|-----------------------------------|
| Driver licenses          | None                              |
| Salary you wish          | Salary market related R per month |
| How much do you earn now | 00,00 R per month                 |