



Nonkululeko Sokhela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Management Assistant, Administration Clerk Or Any Another Administration Job Related.

I have experience in:

Providing impeccable and quality technical and professional assistance to Department Heads or superiors.

Collect, Collate and compile relevant data from various internal and external sources and provide them in an informative format to the department heads.

Provide administrative support to Departments heads as and when needed.

Compile reports and tabulate figures and generate meaningful reports for use by head of departments.

Technical and functional supervision of subordinates towards smooth functioning of the office is another job duty.

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth	2000-11-15 (25 years old)
Gender	Female
Residential location	Tugela Ferry 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 2019.11 iki 2022.09
Company name	Power Fashion Factory
You were working at:	Cashiers
Occupation	Casual
What you did at this job position?	I was serving as shop assistant and cashier

Languages

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

Computer knowledge

Word Processing Office
Excel
Excess
- Typing
-Data Capture
Processing Of Data
And other computer duties

Recommendations

Contact person	TM Zulu
Occupation	AVBOB Manager
Company	AVBOB Funeral Service
Telephone number	0711881617
Email address	Mzwah001@gmail.com
Contact person	Mr Z Gama
Occupation	Power Fashion Factory Manager
Company	Power Fashion Factory
Telephone number	0731319675

Additional information

Your hobbies	Typing Socializing
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Salary you wish	R10 000 R per month
How much do you earn now	R3500 R per month