



Unathi Ntlatywa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Human Resources Administrative work.

I am a hard worker, adaptive, fast learner and a driven person. I wish to be given an opportunity to exercise my skill and expertise to as to learn grown.

Preferred occupation Secretaries
Administrative jobs

Contacts and general information about me

Day of birth	1986-12-25 (39 years old)
Gender	Male
Residential location	Port Elizabeth Eastern Cape
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 2012.12 iki dabar
Company name	NCC
Occupation	NGO Administrator
What you did at this job position?	Admin work, preparing for annual general meetings and council meeting, filling and financial report.

Education

Degree	Diploma
Educational institution	Walter Susulu University
Educational qualification	Human Resources Management
I could work	yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent

Computer knowledge

Yes. Microsoft word, Excel,Power point etc.

Conferences, seminars

None

Recommendations

Contact person	T Mtshotana
Occupation	Senior Administor
Company	Coega
Telephone number	0817582873
Email address	thandiswamtshotana@gmail.com

Contact person	P Ntlatywa
Occupation	Lecture
Company	NMU
Telephone number	0839983982
Email address	phumezon@gmail.com

Additional information

Your hobbies	Cooking, Attending sport shows , concerts and comedy shows
Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	00 R per month