



# Nkosivumile Qeda

Curriculum Vitae (CV)

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

Reception and Administration, Data capturing and filing

Preferred occupation Government jobs  
Government jobs

Receptionist  
Administrative jobs

Preferred work location Durban City  
KwaZulu-Natal

## Contacts and general information about me

Day of birth 1994-10-22 (31 years old)

Gender Male

Residential location Durban City  
KwaZulu-Natal

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
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## Work experience

Working period **nuo 2021.09 iki 2022.08**

Company name NRF-SAASTA/Walter Sisulu University

You were working at: Government jobs

Occupation Intern

What you did at this job position? Administration work, minutes writing, typing, capturing marks

## Education

Educational period **nuo 2017.02 iki 2019.12**

Degree Degree

Educational institution Walter Sisulu University

Educational qualification Bachelor of Social Sciences

I could work Anywhere

Educational period	<b>nuo 2015.01 iki 2016.12</b>
Degree	Grade 12 / Matric
Educational institution	Olwandle High School
Educational qualification	Grade 12

#### Languages

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

#### Computer knowledge

I am very much familiar with Microsoft word, Excel ,and PowerPoint. I can type fast. I can write emails as well.

#### Recommendations

Contact person	Dr. K.H. Ngqila
Occupation	Senior lecture and HoD
Company	Walter Sisulu University
Telephone number	+27 71 841 8806
Email address	kngqila@wsu.ac.za

Contact person	Mr. A. Phiwani
Occupation	Lecturer
Company	Walter Sisulu University
Telephone number	078 727 8305
Email address	aphiwani@wsu.ac.za

Contact person	Ms P. Nombila
Occupation	Secretary
Company	Walter Sisulu University
Telephone number	+27 76 334 1342
Email address	pnombila@wsu.ac.za

#### Additional information

Driver licenses	None
Salary you wish	15 000 R per month
How much do you earn now	4111.33 R per month