



Nolwazi Ngobeni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an office job, as an office manager such administration, a job that deals with trainings, filling both electronically and physically, deals with phone etiquette, registrations online, uploading on systems, follow-ups, sending emails, scheduling day to day tasks, writing reports and compiling minutes.

My positive points is that I worked independently, very energetic, eager to learn and a fast learner, very flexible, able to go an extra mile, calm and collected, very organized, strong and sharp memory, able to meet deadlines.

Contacts and general information about me

Day of birth	1996-12-10 (29 years old)
Gender	Male
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

Additional information

Salary you wish	R10 000 R per month
How much do you earn now	R6 000 R per month