



Pamela Ndlhovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I hoping to join a company that I will apply my skills as an Administrator. I believe my background and skills closely match your job requirements and I am confident to make a positive contribution. I am a very enthusiastic, conscientious, time management, attention to detail, team player, self-motivated as an Administrator with 8 years' experience, organizing, and currently working as an Assessment Officer at Varsity College. I have experience working in a stressful and high demanding environment, working closely with students, have exceptional customer service and decision-making skills, a strong work ethic, professional demeanors, and great initiative.

I have knowledge of Institution systems, structures, and procedures. I am computer proficient with Microsoft office, Word, Excel, PowerPoint, Usage of Internet, and Office Outlook. Good knowledge of office administration, record keeping, scheduling of meetings including online meetings, and organizing events.

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|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | Brits North West |

Contacts and general information about me

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|----------------------|---|
| Day of birth | 1975-12-27 (49 years old) |
| Gender | Female |
| Residential location | Brits North West |
| 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 | 16000 R per month |
| How much do you earn now | 13000 R per month |