

Pamela Ndlhovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I hope 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 demeanor, 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.

Preferred occupation Administrators
 Administrative jobs

Preferred work location Brits
North West

Contacts and general information about me

Day of birth 1975-12-27 (50 years old)

Residential location Brits
North West

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

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

Additional information

Salary you wish 16000 R per month

How much do you earn now 13000 R per month