



# Nomfundo Chiliza

Curriculum Vitae (CV)

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

Any tourism related jobs because I have studied travel and tourism or administration jobs because I have experience been working in 2 different companies as administrator. I am young and energetic also willing to work under pressure. I can also help grooming your company into greater position than it is now. I can also accept any given task or challenge's because that help you grow as an individual. I have also worked in a call center as sales consultant.

Preferred occupation      Administrators  
Administrative jobs

## Contacts and general information about me

Day of birth	1998-08-14 (27 years old)
Gender	Female
Residential location	Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.01 iki 2017.12</b>
Company name	Outworx
You were working at:	Sales consultant
Occupation	Sales agent
What you did at this job position?	Increased the company sales
Working period	<b>nuo 2019.01 iki 2021.12</b>
Company name	Coastal College Swinton Campus
You were working at:	Administrators
Occupation	Administrator
What you did at this job position?	Improve their system of enrollment for students

Working period **nuo 2022.04 iki 2023.05**

Company name Deprived Youth Service's

You were working at: Administrators

Occupation Administration

What you did at this job position? Improved their filling system and keeping their important documents safe

### Languages

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

### Computer knowledge

Basic computer skills, Microsoft word, Microsoft excel and Microsoft PowerPoint.

### Conferences, seminars

In 2020 I have attended world tourism skills that was conducted in ICC (Durban) and also tourism skill training that was in Beverly Hills Hotel (Durban) around 2021

### Recommendations

Contact person	Funeka Dyasi
Occupation	Team leader
Company	Outworx
Telephone number	062 135 0860
Contact person	Mthokozisi Ndlovu
Occupation	Team leader
Company	Coastal college swinton campus
Telephone number	0635613759
Email address	mcmthoko@gmail.com
Contact person	Khanyisile Dlamini
Occupation	Project Manager
Company	Deprived Youth Service
Telephone number	084 780 8138
Email address	KJMswane2@gmail.com

### Additional information

Your hobbies I love reading books for language development and listening to music to help me relax and recharge

Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R0.00 R per month