



# Nonjabulo Nkala

Curriculum Vitae (CV)

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

Performance driven, confident and creative individual aiming to sharpen analytical skills, interpersonal communication skills, coordinate and manage the flow of data within an aspiring organization. Eager to leverage education and training within the corporate and retail industry and develop business intelligence skills which can serve as an asset in the company. I am looking for an opportunity to showcase my skills and learn new skills, Preferably Administrative positions or front desk positions that allow me to interact with people. I am also comfortable with data capturing jobs and research. I enjoy handling information and data. Whether it's organising it, responding to emails, setting appointments, handling schedules, file keeping etc, it can all be done. I am passionate about the knowledge management and data analysis field of study and aspire to be a data analyst and work around statistics and predicting future outcomes of whatever research is being conducted. I enjoy reading and continuously acquiring new knowledge. My acquaintances describe me as a person with OCD, but I beg to differ, neat and organized are the correct or rather suitable terms to use. I am also an ambivert and can easily adapt to different environments and complete assigned task to the best of my ability.

### Preferred occupation

**Data capturers**

Administrative jobs

**Receptionist**

Administrative jobs

**Secretaries**

Administrative jobs

**Personal assistant**

Administrative jobs

**Jobs for students**

Student jobs

### Preferred work location

**Durban City**

KwaZulu-Natal

**Midlands**

KwaZulu-Natal

**Drakensberg**

KwaZulu-Natal

## Contacts and general information about me

Day of birth	2001-12-10 (24 years old)
Gender	Male
Residential location	Pietermaritzburg KwaZulu-Natal
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>

## Education

Educational period	<b>nuo 2015.01 iki 2019.11</b>
Degree	Grade 12 / Matric
Educational institution	Alexandra High School
Educational qualification	National Senior Certificate
I could work	yes

Educational period	<b>nuo 2023.02 iki 2023.11</b>
Degree	Certificate
Educational institution	University Of Johannesburg
Educational qualification	African Insights
I could work	Yes

Educational period	<b>nuo 2023.03 iki 2023.04</b>
Degree	Certificate
Educational institution	Google
Educational qualification	Fundamentals Of Digital Marketing
I could work	Yes

Educational period	<b>nuo 2023.05 iki 2023.06</b>
Degree	Certificate
Educational institution	University of Johannesburg
Educational qualification	Introduction to Sustainable development and Goals
I could work	Yes

Educational period	<b>nuo 2023.02 iki 2023.03</b>
Degree	Certificate
Educational institution	University of Johannesburg
Educational qualification	Artificial Intelligence
I could work	Yes

## Languages

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

#### Computer knowledge

MS Outlook  
 Gmail  
 Microsoft Word  
 PowerPoint  
 Adobe  
 MAC OS  
 Microsoft Office  
 Social Media (ALL)

#### Additional information

Your hobbies	Reading. Ballroom Dancing Learning new languages
Driver licenses	None
Salary you wish	8000 R per month