



Namhla Fana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Secretary

Shop assistant

Receptionist

Data capture

A good working environment

Supportive and encouraging space of work

Preferred occupation Personal assistant
Administrative jobs

Preferred work location Cape Town
Western Cape

Southern Suburbs
Western Cape

Contacts and general information about me

Gender Female

Residential location Cape Town
Western Cape

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

Email address *Information is available only for registered users.*
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Education

Educational period **nuo 2021.08 iki 2023.06**

Degree Certificate

Educational institution Northlink College

Educational qualification Management Assistant

Educational period **nuo 2016.01 iki 2017.12**

Degree Grade 9

Educational institution Peak View High

Educational qualification Grade 8- Grade 9

Educational period	nuo 2018.01 iki 2020.11
Degree	Grade 12 / Matric
Educational institution	Fezeka Secondary School
Educational qualification	Grade 12 Bachelor

Languages

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

Computer knowledge

Ms Office (word)
Excel sheet
OneNote

Additional information

Your hobbies	Reading Writing Travelling
Driver licenses	None
Salary you wish	3000 R per month