



# Solly Ngobeni

Curriculum Vitae (CV)

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

Secretary, administration, general work. Entry-level job,

I am a proactive person, upright, appreciative, open and easy to get to. I acclimatize easily and quickly. Fast learner and very attentive.

## Contacts and general information about me

Day of birth	1991-12-18 (33 years old)
Gender	Male
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 2023.02 iki 2024.02</b>
Company name	OUTsurance
You were working at:	Sales person
Occupation	Funeral insurance field Agent
What you did at this job position?	Promote and sell OUTsurance funeral insurance cover
Working period	<b>nuo 2021.04 iki 2022.12</b>
Company name	Ntiyi Secondary School
You were working at:	Receptionists
Occupation	Secretary
What you did at this job position?	Data entry, Use of Microsoft office, word, Excel and PowerPoint

## Education

Educational period	<b>nuo 2010.01 iki 2014.12</b>
Degree	Certificate
Educational institution	Ehlanzeni TVET College
Educational qualification	Management Assistant
I could work	Ntiyi Secondary School and at OUTsurance

### Languages

Language	Speaking level	Understanding level	Writing level
SiSwati	good	fluent	fluent

### Computer knowledge

MS Word, MS Excel, PowerPoint

### Recommendations

Contact person	Mantsu Mdaka
Occupation	Secretary
Company	Ntiyi Secondary School
Telephone number	0727866354
Email address	mantsumdaka@gmail.com

### Additional information

Your hobbies	Reading, exercising, listening to the music, writing Surfing through the internet etc.
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	7000 R per month