



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 (34 years old)
Gender	Male
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2023.02 iki 2024.02
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	nuo 2021.04 iki 2022.12
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	nuo 2010.01 iki 2014.12
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