



Kholeka Ndwandwe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Any admin jobs

Shop assistant

Personal assistance

Data capturing

I am actually looking for any occupation

Preferred occupation

Government jobs

Government jobs

Sales administrator

Sales jobs

Shop assistants

Retail, store jobs

Administrators

Administrative jobs

Filing clerk

Administrative jobs

Jobs for students

Student jobs

Receptionists

Hotel jobs

Preferred work location

Durban City

KwaZulu-Natal

Umtata / Mthatha

Eastern Cape

East Rand

Gauteng

Johannesburg

Gauteng

Butterworth

Eastern Cape

Contacts and general information about me

Day of birth

2001-09-29 (22 years old)

Gender	Female
Residential location	East Rand Gauteng
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 2020.04 iki 2020.12
Company name	Save more supermarket
You were working at:	Sales person
Occupation	Store assistant
What you did at this job position?	I was assisting people with ATM, placing pricing labels on products, welcoming customers

Working period	nuo 2023.07 iki 2023.09
Company name	Department of Social development
You were working at:	Administrators
Occupation	Work intergrated learning
What you did at this job position?	Data capturing, filling, photocopying, compiling reports, unswearing calls, recruitment

Education

Educational period	nuo 2021.01 iki 2023.12
Degree	Diploma
Educational institution	Walter Sisulu University
Educational qualification	Public management
I could work	At home affairs, Sassa, Social development or any sector with an administration

Languages

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

Computer knowledge

Microsoft word, Microsoft Outlook, Microsoft excel

Recommendations

Contact person	Ms N Limba
Occupation	Clerk
Company	Department of Social development
Telephone number	078 0354860

Contact person	Ms S Nzimande
Occupation	Save more colleague
Company	Save more supermarket
Telephone number	0787913465
Email address	sbonzimande13@gmail.com

Additional information

Your hobbies	Community involvement, reading, writing, travelling
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	3000 R per month