



Nomfundo Duma

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm a 25 year old former student of Public management at lovedale Tvet college, Done my 18 months In-service training at the Department of community safety currently waiting for my diploma. I would appreciate any opportunities that I'm being given as I want to be more experienced in the working field. I'm a very hard worker, a good listener , I am good when it's comes to working in groups. I have good communication , Computer and administrative skills, I can speak English, isiXhosa and isiZulu fluently.

Kindly contact me if you have any positions available for me.

| | |
|-------------------------|---------------------|
| Preferred occupation | Filing clerk |
| | Administrative jobs |
| | Government jobs |
| Preferred work location | Cashiers |
| | Retail, store jobs |
| | Bhisho |
| | Eastern Cape |

Contacts and general information about me

| | |
|----------------------|--|
| Day of birth | 1999-02-10 (25 years old) |
| Gender | Male |
| Residential location | Bhisho |
| | Eastern Cape |
| Telephone number | Information is available only for registered users. Sign in |
| Email address | Information is available only for registered users. Sign in |

Work experience

| | |
|------------------------------------|--------------------------------|
| Working period | nuo 2022.06 iki 2023.12 |
| Company name | Department of community safety |
| You were working at: | Government jobs |
| Occupation | Work-intergrated-Leaner (WIL) |
| What you did at this job position? | Administration |

Education

Educational period **nuo 2019.06 iki 2021.06**

Degree Certificate

Educational institution Lovedale Tvet College

Educational qualification Public management N6

I could work Administrative clerk

Educational period **nuo 2015.01 iki 2021.06**

Degree Grade 12 / Matric

Educational institution Vukuzakhe High School

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| isiXhosa | fluent | fluent | fluent |
| isiZulu | fluent | fluent | fluent |

Computer knowledge

Ms Word

Ms Excel

Additional information

Driver licenses None

Salary you wish R8000.00 R per month