



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
	Government jobs
	Government jobs
	Cashiers
	Retail, store jobs
Preferred work location	Bhisho
	Eastern Cape

Contacts and general information about me

Day of birth	1999-02-10 (26 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