



# Nokubongwa Khanyile

Curriculum Vitae (CV)

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

Admin clerk and receptionist.

I do have years experience on a similar job.

I am very accurate in both oral and written communication skills.

- Strong interpersonal skills liaise effectively with other people.
- Ambitious self-starter ready to embrace new challenges and contribute to the organization overall success.

☐ Very hard working and fast learning.

☐ Very accurate on working as a team.

Preferred occupation

Receptionist

Administrative jobs

Government jobs

Government jobs

Preferred work location

Richardsbay

KwaZulu-Natal

Esikhawini

KwaZulu-Natal

Empangeni

KwaZulu-Natal

## Contacts and general information about me

Day of birth

1991-08-31 (34 years old)

Gender

Female

Residential location

Esikhawini

KwaZulu-Natal

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	<b>nuo 2018.09 iki 2023.10</b>
Company name	Department of basic education
You were working at:	Government jobs
Occupation	Admin clerk
What you did at this job position?	Assisting with office work typing, Filling and reports and other office work

### Education

Degree	Certificate
Educational institution	UNISA
Educational qualification	Higher Certificate in Education
I could work	as a teacher or administrator

### Languages

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

### Computer knowledge

I have knowledge of Typing, Microsoft Word, Microsoft Excel, PowerPoint and Access. Printing, organizing ect

### Recommendations

Contact person	Mr TE Nkosi
Occupation	School principal
Company	Department of education (Injabuloyesizwe pschool)
Telephone number	+27665632028
Email address	thulanienkosi@gmai.com

### Additional information

Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	4400 R per month