



Mandilakhe Ngubo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have worked as a cashier in one of the biggest supermarket and now I am working as a part time sales assistant in a clothing store. I've learned a lot and gained a great experience in departments with the current company. I connect very well with my customers and staff members. I have pushed myself to take extra classes while I was working in Computer Literate and Office Administration (6 months each course). I am looking forward to work as a Receptionist or Admin assistant.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	1990-07-08 (35 years old)
Gender	Female
Residential location	Port Elizabeth 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 2013.01 iki 2020.12
Company name	Our Spar
You were working at:	Cashiers
Occupation	Cashier
What you did at this job position?	Customer service, handling cash and operating tills.
Working period	nuo 2021.04 iki 2024.05
Company name	Pep
You were working at:	Salesperson
Occupation	Sales assistant and cashier
What you did at this job position?	Operating tills, customer service, sales assistant and unpacking stock.

Education

Educational period **nuo 2015.01 iki 2018.12**
 Degree Grade 12 / Matric
 Educational institution Kwa Magxaki High School
 Educational qualification Matric
 I could work I could work in any position that requires customer service

Educational period **nuo 2018.06 iki 2018.12**
 Degree Certificate
 Educational institution Silulo Ulutho Technologies
 Educational qualification Computer Literate
 I could work As a cashier

Educational period **nuo 2020.01 iki 2020.06**
 Degree Certificate
 Educational institution Silulo Ulutho Technologies
 Educational qualification Office Administration
 I could work As an Admin assistant and Receptionist

Languages

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

Computer knowledge

Basic knowledge.

Conferences, seminars

I like working with other people as a team.

Recommendations

Contact person Nolusindo Matebese
 Occupation Sales assistant and 2IC (supervisor)
 Company Pep
 Telephone number 0415811599
 Email address nolusindomatebese@gmail.com

Additional information

Your hobbies Shopping

Driver licenses

None

Salary you wish

+/- R700 R per month

How much do you earn now

R3000 R per month