



# Ncamsile Portia Sikhosana

Curriculum Vitae (CV)

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

I am looking for any type of job

related to office admin, receptionist, clerk and general job

Preferred occupation                      Receptionist  
Administrative jobs

Preferred work location                      KwaZulu-Natal

## Contacts and general information about me

Gender    Female

Residential location                              Ladysmith  
KwaZulu-Natal

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
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## Work experience

Working period                                      **nuo 2019.09 iki dabar**

Company name                                      Ezemvelo

You were working at:                              Administrators

Occupation    Admin clerk assistance

What you did at this job position?      Administrative functions, banking, preparing manual purchase, requesting quotation when necessary, monthly trading sales

## Education

Educational period                                      **nuo 2016.12 iki dabar**

Degree    Grade 12 / Matric

Educational institution                              N/A

Educational qualification                              Wholesale and retail and computer literacy

I could work    Yes

## Languages

Language	Speaking level	Understanding level	Writing level
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English	very good	very good	very good
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### Computer knowledge

Microsoft Word

Excell

Adobe and graphics

Sage pastel accounting

Soft skills

### Recommendations

Contact person	Bonisiwe Mthabels
Occupation	Front desk manager
Company	Ezemvelo
Telephone number	036 488 1578
Email address	Bonisiwe.Mthabela@Kznwildlife.com

### Additional information

Your hobbies	Playing soccer Watching TV
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2024-04-00 (1 years)
Salary you wish	10000 R per month
How much do you earn now	4000 R per month