



# Nobuhle Londiwe

## Myeni

Curriculum Vitae (CV)

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

I'm a lady who looking for job of administration field ,i am a person who easily to adapt a new environment in a short period of time and i have an experience of operating office as admin clerk and I was finished my computer course in 2018 and have a computer skill, I am a good communicator with others.i enjoy to work as team. I was completed my diploma in public management and I will obtain in 2024 I was doing also practical from department of education from 2022 to 2023 so I have experience of the office.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Cosmo city Gauteng

### Contacts and general information about me

Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

### Work experience

Working period	<b>nuo 2022.01 iki 2023.08</b>
Company name	Department of education
You were working at:	Computer operator
Occupation	Admin clerk
What you did at this job position?	Filling documents,typing, photocopying, received email and sending emails.

### Education

Educational period	<b>nuo 2020.01 iki 2021.12</b>
Degree	Diploma
Educational institution	Thekwini city college
Educational qualification	Public management
I could work	Flexible

Educational period	<b>nuo 2017.01 iki 2018.03</b>
Degree	Certificate
Educational institution	Avuxeni computer academy
Educational qualification	Computer literacy
I could work	In a fast-paced

### Languages

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

### Computer knowledge

Microsoft word for type different document s, Excel for drawing of table ,PowerPoint for typing our presentation and views of the video's and outlook for the emails and other communication.

### Conferences, seminars

N/A

### Recommendations

Contact person	Mrs nxumalo
Occupation	Senior advisor
Company	Department of education
Telephone number	0355732000
Email address	malondana10@gmail.com

### Additional information

Your hobbies	Playing netball, watching TV I like soppies
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2016-06-00 (9 years)
Salary you wish	5000 R per month
How much do you earn now	000 R per month