



# Nonjabulo Khanyile

Curriculum Vitae (CV)

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

I am a matured lady with 0-5years of experience in office administration position and above.

Currently working a big company in Durban where i started as a receptionist and worked my way up to a General Manager. I can work independently and also under in a team, familiar with Microsoft office, punctual and a problem solver with a drivers license (code 10).

I am writing in response to a job application for an open position as I have necessary skills to be successful in becoming an asset to your company. I have matric and N6 in Financial management ,I wish to learn and grow within your company as I believe I am a perfect fit.

Thank you for the opportunity, I cannot wait to hear from you to discuss my capabilities further.

Preferred occupation	Taxi drivers
	Driver jobs
	Car drivers
	Driver jobs
	Administrators
	Administrative jobs
Preferred work location	KwaZulu-Natal

## Contacts and general information about me

Day of birth	1987-08-15 (38 years old)
Gender	Female
Residential location	Pietermaritzburg KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2014.04 iki dabar</b>
Company name	Gym company
You were working at:	General manager
Occupation	Gym manager
What you did at this job position?	Managing the company

Working period	<b>nuo 2013.01 iki 2014.04</b>
Company name	Frame leisure trading
You were working at:	Data capturers
Occupation	Administrator
What you did at this job position?	Office admin

### Education

Educational period	<b>nuo 2011.01 iki 2012.06</b>
Degree	Certificate
Educational institution	eFET college
Educational qualification	N6
I could work	As a driver

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
Sesotho	good	very good	good
isiXhosa	very good	very good	very good

### Computer knowledge

Micro soft office including pastel

Trouble shoot

Typing

### Recommendations

Contact person	Nthabeleng Puling
Occupation	Super star GM
Company	Gym company
Telephone number	(012) 001-0456/+27 (79) 474-2267
Email address	Gm.bloedstreet@gymcompany.co.za
Contact person	Makhosi Mahlangu
Occupation	Regional manager
Company	Gym company
Telephone number	0733228347
Email address	Makhosi@gymcomany.co.za

Contact person	Lettie Makwe
Occupation	Admin manager
Company	Frame leisure trading
Telephone number	+27 65 891 8342

#### Additional information

Your hobbies	Reading Exercise
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2016-04-00 (9 years)
Salary you wish	R10 000 R per month
How much do you earn now	R14500 R per month