



# Nonhle Ngubane

Curriculum Vitae (CV)

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

Based on your CV, you are best suited for:

- HR Internships / Entry-Level HR Roles – Your administrative experience, teamwork, and communication skills make you a strong candidate for HR roles, especially in recruitment, onboarding, and employee relations.
- Legal Assistant / Compliance Officer – Your law diploma and ongoing BCom in Law studies position you well for roles in corporate legal departments, compliance, and labor law.
- Administrative / Office Coordinator – Your work at Philisani NGO shows that you are well-organized, good with people, and capable of handling administrative tasks.

Your Strengths (Positive Points):

- ✓ Organizational & Time Management Skills – You have experience managing events, referrals, and volunteers, which are crucial skills for HR and admin roles.
- ✓ Attention to Detail – Your legal background means you can handle documentation and compliance tasks with accuracy.
- ✓ Teamwork & Collaboration – Your NGO experience shows you work well with different teams, a key skill in HR and administration.
- ✓ Critical Thinking & Problem-Solving – You have experience resolving client and community issues, which is valuable in HR and compliance roles.
- ✓ Computer Literacy – Proficiency in Microsoft Office and communication platforms makes you adaptable to office environments.

Preferred occupation	Paralegals Law, legal jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1998-06-02 (27 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal

Telephone number

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

Email address

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#### **Additional information**

Salary you wish                      6000 R per month

How much do you earn now        N/A R per month