



Nsobo Ngobeni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an office administration role that utilizes my skills in reception, data capturing, and general administration. With my matric certificate in office administration, I am confident in my ability to provide excellent support to a team.

My positive points include:

- Strong administrative skills, including data capturing, filing, and reception duties
- Excellent communication and interpersonal skills
- Ability to work accurately and efficiently in a fast-paced office environment.
- Proficiency in Microsoft Office .
- Strong organizational and time management skills.

I am well-equipped to handle a variety of tasks, from managing front desk operations to maintaining accurate records and databases. I am a team player, and I am excited about the opportunity to bring my skills and experience to a new role.

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|-------------------------|---------------------|
| Preferred occupation | Administrators |
| | Administrative jobs |
| | Jobs for students |
| | Student jobs |
| | Receptionist |
| | Administrative jobs |
| | Bookkeeper |
| | Administrative jobs |
| Preferred work location | Johannesburg |
| | Gauteng |

Contacts and general information about me

| | |
|----------------------|---------------------------|
| Day of birth | 2000-09-02 (25 years old) |
| Gender | Female |
| Residential location | Johannesburg |
| | Gauteng |

Telephone number

Information is available only for registered users.

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Email address

Information is available only for registered users.

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Additional information

Salary you wish

7000 R per month