



Nondumiso Mdluli

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently looking for admin assistant clerk

My position point

1. I am good in admin job
2. Assisting with all Microsoft services
3. Working along side with my colleagues an as well as working alone

Preferred occupation	Filing clerk Administrative jobs
----------------------	-------------------------------------

Contacts and general information about me

Day of birth	1993-11-21 (32 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2021.11 iki 2023.08
Company name	Department of education
You were working at:	Filing clerk
Occupation	Admin assistant clerk
What you did at this job position?	I was assisting my senior in all admin work, sams, typing, inventory, invoices, Photocopying, as well scanning

Education

Educational period	nuo 2018.05 iki 2019.05
Degree	Certificate
Educational institution	Finweb business consultancy
Educational qualification	Public administration (level 5)
I could work	Admin officer

Languages

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

Computer knowledge

Microsoft office

Outlook

PowerPoint

Excel

Conferences, seminars

No I have not attended any courses

Recommendations

Contact person	Mr S. C Nkosi
Occupation	Admin clerk senior
Company	Ngwegweni primary
Telephone number	082 349 3686
Email address	senzonkosi57@gmail.com

Additional information

Your hobbies	Listening to music
	Reading new headlines about what's going on in south Africa
Driver licenses	B Light Vehicle ≤ 3,500kg
Salary you wish	15000 R per month
How much do you earn now	8000 R per month