



Nompumelelo Simangele Ndebele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I work well with other people concous about time management,have good telephonic skills and both written and verbal,good communication

Preferred occupation	Secretaries Administrative jobs
	Administrators Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1983-03-28 (42 years old)
Gender	Female
Residential location	North Coast 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 2007.04 iki 2007.12
Company name	Scorpion Legal Protection
You were working at:	Marketing managers
Occupation	HOD Markeing
What you did at this job position?	Training and registering of agents,Attend and Processing clients files,Approve their application forms and posts them to Head Office,Reconcile general statutory accounts against reports and detaking minutes of meeting with Agents
Working period	nuo 2009.02 iki 2009.12
Company name	Prince Dabulamanzi Senior Primary School
You were working at:	Teachers
Occupation	Teacher
What you did at this job position?	Teaching English,IsiZulu and Life Orientation

Working period	nuo 2010.02 iki 2010.12
Company name	Maqhingendoda High School
You were working at:	Teachers
Occupation	Teacher
What you did at this job position?	Teaching English,IsiZulu and CAT

Education

Educational period	nuo 2009.09 iki 2009.09
Degree	Certificate
Educational institution	Egsibit Technologies
I could work	as Receptionist, Clerk,Data Capture

Educational period	nuo 2007.08 iki 2007.09
Degree	Certificate
Educational institution	G2MR Health Care Training
I could work	Caregiver

Languages

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

Computer knowledge

Microsoft Windows, Microsoft word, Basic Computer Concepts,Microsoft Excell Microsoft PowerPoint, Microsoft Outlook, Internet Explorer, Photoshop

Conferences, seminars

None

Recommendations

Contact person	Mr C S Mchunu
Occupation	Teacher
Company	Maqhingendoda high school
Telephone number	0733890416

Contact person	Mr V T Ngubane
Occupation	Principal
Company	Maqhingendoda high school
Telephone number	0727025370

Contact person	Miss O M Mbokazi
Occupation	Teacher
Company	Maqhingendoda high school
Telephone number	0836136705

Additional information

Your hobbies	Reading,jogging, cooking and listening to music
Driver licenses	None
Salary you wish	7500-00 R per month
How much do you earn now	none R per month