



# Nikezwa Alicia Nodada

Curriculum Vitae (CV)

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

I am a forward thinker who has ambition and ability, all of which are traits that are vital any business/practice environment. I possess strong team-working skills. I am able to work individually or in a team. I consider my key strengths to be: an ability to make analytical judgments, people, management. I am able to work deadlines and handle pressure.

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

## Contacts and general information about me

Day of birth	1991-09-30 (34 years old)
Gender	Female
Residential location	Durban City 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 2015.05 iki 2016.06</b>
Company name	cj mkhaveli inc
You were working at:	Secretaries
Occupation	legal secretary
What you did at this job position?	opening new file, answering phone calls, taking messages, receiving emails also responding, preparing notices, dictation typing, briefing advocates, welcoming visitors, preparing for a meeting

## Education

Educational period	<b>nuo 2008.01 iki 2011.12</b>
Degree	Grade 12 / Matric
Educational institution	ramafole sinior secondary school
Educational qualification	grade 12

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
isiZulu	very good	very good	very good
Sesotho	good	good	good

### **Computer knowledge**

ms word,excel,windows,microsoft,outlook,

### **Recommendations**

Contact person	ms onica langonyama
Occupation	secretary
Company	telkom
Telephone number	012 6807706/ 0812102250
Email address	onicalangonyama@gmail.com

### **Additional information**

Your hobbies	music and sport
Salary you wish	R6000 R per month
How much do you earn now	R5500 R per month