



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

Email address *Information is available only for registered users.*
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Work experience

Working period **from 2015.05 to 2016.06**

Company name cj mkhavele 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	nuo 2008.01 iki 2011.12
Degree	Grade 12 / Matric
Educational institution	ramafale sinior secondary school
Educational qualification	grade 12

Languages

Language	Speaking level	Understanding level	Writing level
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