



# Nondumiso Hlela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

please do not hesitate to contact me. In the meantime I thank you sincerely for taking the time to read my application, and I look forward to an opportunity to speak to you in more detail regarding the position.

**Preferred occupation** **Secretary receptionist**  
**Administrative jobs**  
 I would like to propose my candidacy for any position that gives me an opportunity to learn and grow. I believe that I can become one of the best candidates because I am a dedicated, **Telemarketers**  
**Sales jobs**  
 hardworking, goal driven young woman who pays great attention to detail. My long term career goal is to continue to learn and grow my skills and abilities, whilst utilizing my experience, **Graduate jobs**  
**Student jobs**  
 knowledge and skills to benefit any employer I am working for. I have obtained my bachelor of Arts degree at the university of Pretoria. This degree entails modules that teach one about human **Data capture - typist recruitment**  
**Other jobs**  
 behavior and social patterns. It incorporates English as well as computer literacy modules. Through **Preferred work location** **Johannesburg**  
**Security**  
 this degree my writing and typing skills were sharpened, my research skills were cultivated and my interpersonal skills were polished.

**Pretoria / Tshwane**  
**So fortunate**  
 During the course of my degree I was fortunate enough to become a member of a non profit organisation that focuses on changing people's lives through entrepreneurial action (Enactus). It is

**Contacts and general information about me**  
 at Enactus where my passion for serving the public was ignited. As project leader and a part of the **Day of birth** **1994-07-31 (29 years old)**  
**Gender** **Female**  
 internal administration team at Enactus I acquired a number of skills. I learnt how to work with a team, conflict management skills, delegation, time management skills as well as ensuring that the **Residential location** **Johannesburg**  
 project is constantly progressing. As part of the administration team I learnt how to compile

**agendas, minutes, memorandums, and keep record of attendance. My confidence was built and**  
**Telephone number** **Information is available only for registered users.**  
**Sign in**  
 polished through sponsorship seeking, event organisation and project presentation on a national **Email address** **Information is available only for registered users.**  
**Sign in**  
 level. When I joined Enactus, my life changed for the better. I learnt there that a person does not have to be one dimensional, that the world is alive with opportunities and one simply has to grab

**Education** both hands. It is all about finding what you love doing, acquiring the right skills and

**Education period** **nuo 2013.02 iki 2016.04**

**Degree** **Degree**  
 one who loves learning therefore willing to learn and grow within any opportunity that I **Educational institution** **University of Pretoria**  
 encountered in my life. I am punctual and dedicated. I am a team player **Educational qualification** **Bachelor of Arts**  
 who is always motivated to do my best work individually. I am warm and friendly yet **professional.**  
**Recruitment, administration, sales, data capturing, graduate jobs**

My achievements thus far are rooted in my tireless hard work and impeccable time management **Educational period** **nuo 2010.01 iki 2013.01**  
 skills. I am hungry for success, I am willing and ready to put in the hours necessary to work towards **Degree** **Grade 12 / Matric**  
 building a successful future for myself.

**Educational institution** **St Martin De Porres High School**  
 I am available for an interview at any time; and should you require any further information then

**Educational qualification** **National certificate**

**I could work** **Sales, assistant, matriculant graduate jobs**

## Languages

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

### Computer knowledge

MS Word  
MS Excel  
MS publisher  
MS Power point  
e-Mail  
Integrated Tertiary System  
Internet research

### Conferences, seminars

Enactus national competitions 2014 and 2015...these competitions helped cultivate my skills with regards to going into the working world and educated me more about businesses and community impact.

### Recommendations

Contact person	Dr Ndlovu
Occupation	Lecturer
Company	University of Pretoria
Telephone number	082 297 5928
Email address	ndukuyakhe.ndlovu@up.ac.za
Contact person	Amina Akoo
Occupation	Enactus UP president 2015
Company	Enactus UP
Telephone number	082 355 8484
Email address	army.akoo@gmail.com

### Additional information

Your hobbies	Reading, volunteering, watching any form of art (live dance performances, poetry sessions, TV series, documentaries)
Driver licenses	None
Salary you wish	6 000 R per month
How much do you earn now	0.00 R per month