



# Nceba Myeza

Curriculum Vitae (CV)

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

### LETTER OF MOTIVATION

I would like to apply for an internship within Department of Education. Currently, I am studying Office Administration level 4 in my third year at SOUTH WEST GAUTENG COLLEGE at Dobsonville. My main field of study is Office Administration. During my studies, I have found that my interests are focused particularly in the area of Office Administration, with emphasis on Admin strategies and public relations.

I would like to be part of the team within Department of Education and gain work experience in my field of studying so as to broaden my horizons while enhancing my career profile. I feel I would be best utilised within the day-to-day business operations of the company and I feel comfortable both working within a team environment and on individual tasks. Completing an internship would give me an excellent insight into the Department of Education and be an outstanding opportunity for me to explore different working methods and practice the knowledge I gained at college.

I am gathered good communication skills and am able to present my ideas in a fluent and confident manner. Friends and acquaintances all testify to the fact that I relate to people easily and that I am able to adapt quickly to new surroundings and situations. I have learnt to work towards, and achieve my aims with great commitment and perseverance.

An internship with you is of great interest to me and I look forward to hearing from you soon.

Please find herewith my Curriculum Vitae for your viewing and my Level 2 certificate.

Yours sincerely

Nceba Myeza

N.MYEZA

Preferred occupation

Administrators  
Administrative jobs

Preferred work location                      Johannesburg  
Gauteng

### Contacts and general information about me

Day of birth                                      1992-12-05 (33 years old)

Gender    Male

Residential location                              Johannesburg  
Gauteng

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

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

### Work experience

Working period                                      **nuo 2016.06 iki 2016.07**

Company name                                      DEPARTMENT OF EDUCATION DISTRICT 14

You were working at:                              Administrators

Occupation    ASSETS ( ASSISTANCE)

What you did at this job position?              COMPUTER LITERACY Mi2010 crosoft office Excel Microsoft  
word Microsoft outlook Power point Microsoft access WORK  
EXPERIENCE NAME OF THE COMPANY : DEPARTMENT OF  
EDUCATION POSITION : ASSET UNIT ASSISTANCE (INTERN)  
PERIOD : 27/06/2016 - 16/07/2016

### Education

Educational period                                      **nuo 2014.01 iki 2016.12**

Degree    Certificate

Educational institution                              SOUTH WEST GAUTENG COLLEGE

Educational qualification                              NATIONAL CERTIFICATE VOCATIONAL

I could work    WORK UNDER PRESSURE WITH PEOPLE OR WITHOUT PEOPLE.

### Computer knowledge

Microsoft office 2010

Excel

Microsoft word

Microsoft outlook

Power point

Microsoft access

### Additional information

Your hobbies    ☐ Results driven with a commitment to working to high  
standards.  
☐ Good organisation and time management skills.  
☐ Able to use own judgement when dealing with problems.

Driver licenses

☐ Self-motivated and eager to take ownership of responsibilities.

None