



# Nomakaya Nongwana

Curriculum Vitae (CV)

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

I am dedicated to my work, am very punctual when it comes to the time. I am a fast learner. Am a focus person on work-related aspects.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

## Contacts and general information about me

Day of birth	1990-09-18 (35 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
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 2015.07 iki 2015.12</b>
Company name	Surgery
You were working at:	Receptionists
What you did at this job position?	Filing, bookings, welcoming customers

## Education

Educational period	<b>nuo 2011.01 iki 2013.12</b>
Degree	Certificate
Educational institution	Port Elizabeth Collage
Educational qualification	Office Administration

## Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiXhosa	very good	very good	very good

**Computer knowledge**

Microsoft Office, Power point, Excel

**Conferences, seminars**

In 2014 I did Management Assistant in Port Elizabeth Collage for 2 years.

**Recommendations**

Contact person	Miss N. Kwitshi
Occupation	Secretary
Company	Lwazilwethu Secondary School
Telephone number	062 352 9147
Contact person	Mr A. Adams
Occupation	Teacher
Company	Lwazilwethu Secondary School
Telephone number	073 100 7364

**Additional information**

Your hobbies	I like to ready books, dairies on Facebook page, magazine and newspapers.
	Listening to radio, and go shopping.
Driver licenses	None
Salary you wish	4000 R per month
How much do you earn now	2000 R per month