



# Nokubonga Kubheka

Curriculum Vitae (CV)

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

I'm looking for a clerk job, call centre, consultant (e.g. any job dealing with answering phones, filling) & admin. I'm a girl who grew up in a disadvantaged background, so I need a job to change my life & my family life. I'm a good candidate willing to learn & respect, I can do anything that is expected from me as my duties. I'm a fast learner, I can work under pressure & I'm good at working with other people as a group work. It would be a pleasure joining your company.

Preferred occupation                      Administrators  
   Administrative jobs

Banking  
Finance jobs

Preferred work location                      Johannesburg  
   Gauteng

## Contacts and general information about me

Day of birth                                      1993-10-16 (32 years old)

Gender    Female

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                                      **from 2013.11 to 2016.10**

Company name                                      shoprite checker's

You were working at:                              Cashiers

Occupation    money market clerk

What you did at this job position?      money transfers, answering calls, filling, customer service

## Education

Educational period	<b>nuo 1999.01 iki 2011.12</b>
Degree	Grade 12 / Matric
Educational institution	mqedandaba high school
Educational qualification	matric
Educational period	<b>nuo 2014.04 iki 2014.04</b>
Degree	Certificate
Educational institution	quest computer skills
Educational qualification	data capturing course
I could work	capturing in ms word & excel, keyboad & typing, windows navigation

### Languages

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

### Computer knowledge

i know about windows navigation,keyboard & typing, basic of a computer, capturing in ms word & excel.

### Conferences, seminars

customer service at msc bussiness college,where we taught about the good ways of treating customers & how important customer's are.

### Recommendations

Contact person	ms TP Mlambo
Occupation	librarian
Company	pc training & busines college
Telephone number	031 301 2957

### Additional information

Your hobbies	reading,traveling & dancing
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	3500 R per month