

# Nomelina Miranda Dayisi

## Curriculum Vitae (CV)

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

I am looking for job as secretary, I gained an experience in Way up front point of sales and promotion in Blackheath at Somerset west. I am a hard worker, fast learner, my duties is to do a stock taking, counting stock when the supplies deliver, handling an invoices with purchase order and deliver the orders on each department according with requisitions.

Preferred occupation      Secretaries  
Administrative jobs

Preferred work location **Bhisho**  
Eastern Cape

## Contacts and general information about me

Day of birth 1983-04-20 (41 years old)

Gender Female

Residential location	Other Eastern Cape
	Eastern Cape

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 **nuo 2009.04 iki 2015.12**

Company name	Way up front point of sales and promotion
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You were working at:

Occupation Procurement assistant

What you did at this job position? Handlind stock and General worker

## Education

Educational period **nuo 2004.02 iki 2004.12**

Degree Certificate

Educational institution	MSC College
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Educational qualification	Grade 11
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I could work As a general worker and laminator

## Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent

## Computer knowledge

Computer literacy

Ms word 2001

Ms excel 2001

Ms access 2001

Power point 1and 2

## Recommendations

Contact person	Mr Mlulami Jackson
Occupation	Quality controller and Manager
Company	Way up front point of sales and promotion
Telephone number	0219059461
Email address	diedre@wayupfront.com

## Additional information

Your hobbies	Play netball Reading books Watch tellelevision
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2005-04-00 (19 years)
Salary you wish	R3,500 R per month
How much do you earn now	R700 R per month