



Nomelina Miranda Dayisi

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 (42 years old)
Gender	Female
Residential location	Other Eastern Cape Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in

Gender Female

Residential location Other Eastern Cape
Eastern Cape

Telephone number *Information is available only for registered users.*
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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
You were working at:	Generals
Occupation	Procument assistant
What you did at this job position?	Handlind stock and General worker

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

Degree	Certificate
<p>1. Business Administration</p> <p>2. Marketing Management</p> <p>3. Human Resource Management</p> <p>4. Finance Management</p> <p>5. Operations Management</p> <p>6. Project Management</p> <p>7. Quality Management</p> <p>8. Supply Chain Management</p> <p>9. International Trade</p> <p>10. Business Law</p>	<p>1. Business Administration</p> <p>2. Marketing Management</p> <p>3. Human Resource Management</p> <p>4. Finance Management</p> <p>5. Operations Management</p> <p>6. Project Management</p> <p>7. Quality Management</p> <p>8. Supply Chain Management</p> <p>9. International Trade</p> <p>10. Business Law</p>

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 television
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2005-04-00 (20 years)
Salary you wish	R3,500 R per month
How much do you earn now	R700 R per month