



Nombeko Mtholi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I would like to be an assistant manager because I did management assistant and I'm done inservice training I'm waiting my diploma certificate in management assistant. My positive point I am well dedicated person, I'm a good listener, I'm good with data capturing, I know how to treat other people, I'm good with communication skills. I THANK YOU!!!

Preferred occupation assistant manager
Management, human resources jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1992-01-23 (33 years old)
Gender Female
Residential location Durban City
KwaZulu-Natal
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 2015.09 iki 2017.02**
Company name Gwiliza Group funeral Insurance
You were working at: Administrators
Occupation administrator
What you did at this job position? Data captured

Education

Educational period **nuo 2014.01 iki 2015.06**
Degree Certificate
Educational institution Ingwe Technical Vocational Education And Training College
Educational qualification Management Assistant N6
I could work Clerk

Languages

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

Computer knowledge

Microsoft word

Excel

Data Base

Conferences, seminars

Workshop

Training

Recommendations

Contact person	0795575279
Occupation	Social Development
Company	Social Development
Telephone number	0795575279
Email address	lindiemtoli@gmail.com

Additional information

Your hobbies	Reading and writing Traveling
Driver licenses	None
Salary you wish	400 R per month
How much do you earn now	3500 R per month