



Nandipha Makubalo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office administrator

Im a hardworking person who is willing to learn from others in order to gain experience

Preferred occupation Secretaries
Administrative jobs

Preferred work location Port Elizabeth
Eastern Cape

Contacts and general information about me

Day of birth 1987-07-30 (38 years old)

Gender Male

Residential location Port Elizabeth
Eastern Cape

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 **nuo 2008.01 iki 2010.06**

Company name Khangela hygiene

You were working at: Generals

Occupation Cleaner

What you did at this job position? cleaning of factory machinery etc

Education

Educational period **nuo 2013.01 iki 2015.11**

Degree Certificate

Educational institution Eastcape Midlands College

Educational qualification Office Administration level 4

I could work receptionist

Languages

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

Computer knowledge

Microsoft office

Excel

Powerpoint presentation

Outlook

Recommendations

Contact person	Mr M E Twala
Occupation	Campus Manager
Company	Eastcape Midlands College Charles Goodyear Campus
Telephone number	041995200
Email address	twala@emcol.co.za

Additional information

Your hobbies	Cooking Singing Reading
Driver licenses	None