



Immiscion Nkhumane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an office assistant type of job.

I have interpersonal skills, punctual and very cooperative.

I can work in a team, manage projects and I have organisational skills.

I am a fast learner, able to work under pressure..

Good written and verbal communication, young, vibrant and willing to work overtime.

Preferred occupation
Secretaries
Administrative jobs

Preferred work location
Brits
North West

Contacts and general information about me

Gender
Female

Residential location
Brits
North West

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 2012.02 iki 2013.02

Company name
Department of local government

You were working at:
Other jobs

Occupation
Community Development Practitioner

What you did at this job position?
I was a link between the community and the government and other statutory bodies in order to implement social change and alleviate poverty in unprivileged families

Education

Educational period **nuo 2012.02 iki 2013.02**
 Degree Certificate
 Educational institution The Grace institute for leadership and development
 Educational qualification Development practice
 I could work Entry project management,community development worker

Educational period **nuo 2017.05 iki 2017.08**
 Degree Certificate
 Educational institution Rock of Springs technical college
 Educational qualification Microsoft office
 I could work Office assistant,Secretary, personal assistant,Receptionist.

Languages

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

Computer knowledge

Advanced

Recommendations

Contact person Mr Rufus Malete
 Occupation Community Development worker
 Company Office of the premier
 Telephone number 0718742330

Additional information

Your hobbies Reading
 Music
 Team building
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2015-09-00 (10 years)
 Salary you wish 10 000 R per month