



# Velisiwe Ntsele

Curriculum Vitae (CV)

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

I am kindly looking for

Administator position

Care giver

Receptionist

General woker

Data Capture

Secretatry

Herbicide opetator

Preferred occupation

Administrators  
Administrative jobs

Preferred work location

Durban City  
KwaZulu-Natal

Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth 1992-01-22 (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.*  
[Sign in](#)

## Work experience

Working period **nuo 2015.10 iki 2015.12**  
 Company name Shintsha Health Initiative  
 You were working at: Administrators  
 Occupation Data Manager  
 What you did at this job position? Recording all members in an orginasation,Provide guidance in identifying and defining data

Working period **nuo 2016.01 iki 2016.04**  
 Company name Shintsha Health Initiative  
 You were working at: Administrators  
 Occupation Admin Clerk  
 What you did at this job position? Answer calls,Make arrangements for meeting,workshops and community events,including quotations,vanue booking contacting/inviting participanta

Working period **nuo 2016.04 iki 2016.01**  
 Company name Shintsha Health Initiative  
 You were working at: Finance managers  
 Occupation Finance clerk  
 What you did at this job position? Release cash and FET payments,prepare bank and cash reconciliation

Working period **nuo 2016.12 iki 2017.07**  
 Company name Sappi/Wessa  
 You were working at: Foresters  
 Occupation health and safety officer  
 What you did at this job position? ensuring that workers are safe

### Education

Educational period **nuo 2012.07 iki 2012.09**  
 Degree Certificate  
 Educational institution Natal Settlers Nursing School  
 Educational qualification Home based care  
 I could work Care giver

Educational period **nuo 2014.01 iki 2014.12**  
 Degree Certificate  
 Educational institution Metro Computech College  
 Educational qualification Secretarial Skills  
 I could work Secretary,Administrator,Data capture,Receptionist

Educational period	<b>nuo 2017.01 iki 2017.02</b>
Degree	Certificate
Educational institution	ENB Training Servicea
Educational qualification	Basic Safety
I could work	health and safety

Educational period	<b>nuo 2017.01 iki 2017.01</b>
Degree	Certificate
Educational institution	P & L Consulting
Educational qualification	Herbicide Operator
I could work	Herbicide Operator

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

### Computer knowledge

I am very good in computer , am a fast typer , i am good at Ms windows,Ms word,MS excel,Ms power point,Ms Access,internet &multimedia,Numeracy

### Recommendations

Contact person	Mthokozisi Luthuli
Occupation	chairperson
Company	Shintsha Health Initiative
Telephone number	0354740131
Contact person	Pricilla Cele
Occupation	Supervisor
Company	Sappi/Wessa
Telephone number	0833609644

### Additional information

Your hobbies	I like reading and cleaning
Driver licenses	None
Salary you wish	R5000 R per month
How much do you earn now	2500 R per month