



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 opeator

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.
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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,venue 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	nuo 2017.01 iki 2017.02
Degree	Certificate
Educational institution	ENB Training Servicea
Educational qualification	Basic Safety
I could work	health and safety
Educational period	nuo 2017.01 iki 2017.01
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