



# Nobantu Mathunda

Curriculum Vitae (CV)

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

Because I am a hard worker, I can work well with all computer programmes am a fast learner a go getter I can work under pressure, I am self driven I'm not afraid of a challenge. I take my job very serious ,I can work with different people of all ages. I am self motivated and eager to learn new things. I am a problem solver and trustworthy, If you hire me you wont regret your self because I do what is expected from me I deliver task on time. I am energetic person. I would love to work for your company and I have office skills which includes welcoming of visitor with a friendly manner making and answering calls, emails ,scanning of documents, filing and photocopying documents.

Preferred work location                      Cape Town  
Western Cape

## Contacts and general information about me

Day of birth                                      1989-11-04 (36 years old)

Gender    Female

Residential location                              Cape Flats  
Western 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 2016.05 iki 2017.10**

Company name                                      ntwasahlobo primary school

You were working at:                              Administrators

Occupation    Pa school secretary

What you did at this job position?              making and answering calls,CMIS,scanning of documents and photocopying ,typing letters and making appointments for principal welcoming of visitors

## Education

Educational period	<b>nuo 2016.05 iki 2017.10</b>
Degree	Certificate
Educational institution	west coast college atlantis
Educational qualification	nqf level 4 in business management
I could work	school,call centre and adminstration and hospital

### Languages

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

### Computer knowledge

Ms word ,Power point ,Ms Excel and pastel

### Conferences, seminars

Not yet

### Recommendations

Contact person	Mr s.sehloho
Occupation	principal
Company	ntwasahlobo primary school
Telephone number	0814896688/0837261454
Email address	sehlohodontu@gmail.com

Contact person	Zimkhitha ntshinga
Occupation	secretary
Company	Sosebenza primary school
Telephone number	0817092838\0614674832
Email address	Ntshinga@wcgschool.gv.za

### Additional information

Your hobbies	cooking, watching TV, reading books, outing, and exploring new things.
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	4000 R per month