

# Ntsakisi Mnisi

Curriculum Vitae (CV)

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

I am currently looking for any job related to Management. e.g General assistant, data typist, Clerk.

I have a positive attitude

I am well-mannered and ambitious

I dedicate myself to any work given

I manage time well

I am trustworthy and Honest

I am punctual and responsible

Preferred occupation Administrators

Administrative jobs

Preferred work location Sedibeng

Gauteng

#### Contacts and general information about me

Day of birth 1996-12-30 (28 years old)

Gender Female

Residential location Sedibeng

Gauteng

Telephone number Information is available only for registered users.

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# **Education**

Educational period **nuo 2012.01 iki 2014.11** 

Degree Grade 12 / Matric
Educational institution Balfour Combined

Educational qualification National Senior Certificate

I could work Yes

Educational period **nuo 2016.01 iki 2016.06** 

Degree Certificate

Educational institution Brooklyn City College

Educational qualification Business Management N4

I could work Yes

Educational period **nuo 2016.07 iki 2016.11** 

Degree Certificate

Educational institution Brooklyn City College

Educational qualification Business Management N5

I could work Yes

## Languages

Language Speaking level Understanding level Writing level

English very good fluent very good

## Computer knowledge

MS word

MS Excel

MS Database

**MS Power Point** 

#### Recommendations

Contact person Nico Teboho more

Occupation Assistant Manager

Company Coats and More

Telephone number 016 010 1121

Email address mrnico60@gmail.com

### **Additional information**

Your hobbies Singing

Going to church

Driver licenses None

Salary you wish R4500 R per month