



# Nolwazi Nomfundo Mbongo

Curriculum Vitae (CV)

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

At school I studied B.S.S measuring in psychology and sociology I would prefer a human resource job or social service jobs as I know how to handle all that

### Preferred occupation

**Data capturers**

Administrative jobs

**Learnership**

Other jobs

**Recruitment professional**

Management, human resources jobs

**Miners**

Mining jobs

### Preferred work location

**Pretoria / Tshwane**

Gauteng

**Durban City**

KwaZulu-Natal

**Johannesburg**

Gauteng

**West Rand**

Gauteng

**East Rand**

Gauteng

**West Suburbs**

KwaZulu-Natal

**North Coast**

KwaZulu-Natal

**Mbombela / Nelspruit**

Mpumalanga

**Embalenhle**

Mpumalanga

**Kimberley**

Northern Cape

## Contacts and general information about me

Day of birth

1994-10-30 (31 years old)

Gender	Female
Residential location	East Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

### Work experience

Working period	<b>nuo 2018.03 iki dabar</b>
Company name	department of human settlements
You were working at:	Administrators
Occupation	sector dvelopment support
What you did at this job position?	draft , format and print relevant documents , service delivery and client orientation , handling confidential documents and keeping good record . booking venue for meeting and sending emails to people needed to attend and also typing of minutes during the meeting

### Education

Educational period	<b>nuo 2013.02 iki 2017.11</b>
Degree	Degree
Educational institution	university of kwaZulu-natal
Educational qualification	bachelor of social sciences
I could work	at any department , municipality o even company where i qualify

### Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good
English	good	good	good
isiXhosa	good	basic	basic

### Computer knowledge

I have good understanding of Microsoft Office , PowerPoint, and I do understand Windows and Software .

### Conferences, seminars

I have only attended on seminar with CETA, they had invited department of human settlements in march am not sure about the date but it was around 27-30 at Gallagher Estate . I went there with my bosses' assistant Ms Ntombekhaya Yalezo

### Recommendations

Contact person	Ntombekhaya Yalezo
Occupation	Sector development support
Company	Department of Human settlements
Telephone number	0847411370
Email address	ntombekhaya.yalezo@gauteng.gov.za

#### **Additional information**

Your hobbies	reading booking , motivation and fashion
Driver licenses	None
Salary you wish	20000-40000 R per month
How much do you earn now	4000 R per month