



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 (29 years old)

| | |
|----------------------|---|
| Gender | Female |
| Residential location | East Rand Gauteng |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|---|
| Working period | nuo 2018.03 iki dabar |
| 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 | nuo 2013.02 iki 2017.11 |
| 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 |