



Confidence Ndlovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im looking for administration job.Im young,vibrant and energetic.i always strive to win.i consider my self as a self motivated person,with good communication and interpersonal skills.i am a quick learner,a hard worker and a team player. I can do better as an individual .to have me in your company is a gain not a loss.i do all the best and good in whatever i do/what i want to achieve in future.im good in MS word and PowerPoint

Preferred occupation	Receptionist
	Administrative jobs
	Filing clerk
	Administrative jobs
	Front Desk Agent
	Administrative jobs
	Administrators
	Administrative jobs
	Call Centre agent
	Administrative jobs
Preferred work location	Johannesburg
	Gauteng

Contacts and general information about me

Day of birth	1993-05-28 (30 years old)
Gender	Female
Residential location	Johannesburg
	Gauteng
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 2015.05 iki 2017.12**
 Company name Provantage media group
 You were working at: Sales agent
 Occupation Selling
 What you did at this job position? Independent sales agent

Education

Educational period **nuo 2017.05 iki 2018.05**
 Degree Certificate
 Educational institution Seta learnership
 Educational qualification Business administration nqf4
 I could work Yes

Educational period **nuo 2018.02 iki 2018.04**
 Degree Certificate
 Educational institution Siyakhula computer school
 Educational qualification Computer literacy/ end user
 I could work Yes

Educational period **nuo 2018.05 iki 2018.05**
 Degree Certificate
 Educational institution Lgit smart solutions
 Educational qualification Smile your way to into the right job with Confidence
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
Xitsonga	fluent	fluent	fluent
English	very good	very good	very good
Sepedi	fluent	fluent	basic
isiZulu	very good	very good	basic
Tshivenda	good	good	basic

Computer knowledge

Ms word
 Ms excel
 Ms PowerPoint
 Ms outlook
 Email and internet

Recommendations

Contact person	Mxolisi ngqenga
Occupation	Teacher
Company	Siyakhula computer school
Telephone number	0662364975
Contact person	Masigo Ximba
Occupation	Supervisor
Company	Provantage media group
Telephone number	0784293643

Additional information

Your hobbies	Listening to music Watching tv Netball Computer Books
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-09-00 (5 years)
Salary you wish	7000 R per month