



# Rebeca Nqobile Majozi

## Curriculum Vitae (CV)

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

I am looking for an Junior admin clerk, junior finance clerk and assistant clerk position, I am a proactive, dedicated lady who understand that achieving in work environment requires a positive and dynamic team, I am always ready to learn and grow.

Preferred occupation      Filing clerk  
                                    Administrative jobs

## Finance officer

Preferred work location      Durban City  
KwaZulu-Natal

## **Contacts and general information about me**

Day of birth 1988-01-05 (38 years old)

Residential location Durban City  
KwaZulu-Natal

**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 2016.05**

Company name Emnambithi/Ladysmith Municipality

You were working at: Operations Clerk

Occupation PMS Assistant clerk

What you did at this job position? I was doing all Administration work day to day duties

## Education

Educational period **nuo 2010.02 iki 2012.11**

## Degree Diploma

Educational institution Damelin college

Educational qualification Diploma in Financial Accounting

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiZulu  | fluent         | fluent              | fluent        |
| English  | fluent         | fluent              | fluent        |

**Computer knowledge**

Microsoft office

1. Word
2. Excel
3. Powerpoint
4. Internet
5. Outlook

**Recommendations**

|                  |                                   |
|------------------|-----------------------------------|
| Contact person   | Nompumelelo Mwamba                |
| Occupation       | PMS Manager                       |
| Company          | Emnambithi/Ladysmith Municipality |
| Telephone number | 0715734846                        |
| Email address    | ndmwamba@ladysmith.co.za          |

**Additional information**

|                          |                   |
|--------------------------|-------------------|
| Driver licenses          | None              |
| Salary you wish          | R5000 R per month |
| How much do you earn now | R0 R per month    |