



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 Finance jobs |
| Preferred work location | Durban City KwaZulu-Natal |

Contacts and general information about me

| | |
|----------------------|--|
| Day of birth | 1988-01-05 (36 years old) |
| Gender | Female |
| 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 |