



# Nolusindiso Mdliva

Curriculum Vitae (CV)

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

I am looking administration job or an Internship opportunity in your organization . I strongly believe that I would be of great assistance in your organization as I am capable, young and energetic person with unlimited knowledge, always willing to learn relevant and favourable qualities to perform the job completely and effectively.

I was majoring in Office Practice and Information Processing in Management Assistant at Eastcape Midlands College (Grahamstown Campus) where I have obtained my Diploma in the field. I am an ambitious, goal driven person who is intelligent and diligent, an ambitious and hard working lady who love challenges and willing to learn new things everyday. I am willing and able to work under pressure to deliver and achieve set goals. I have patience, a good team player as well as ability to build and maintain good working relationships.

I am a good problem solver and talking problems head-on. Furthermore, I believe that my skills can play a vital role in your organization. In addition I believe that I can bring positive change in your organization by coming up with innovative ideas only if I am given a chance to prove myself. As an extension of my inclination to analyse everything, I intend to analyse my actions as well.

I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (072) 107 1066 or via email at nolusindisovaltyn@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Preferred occupation

Administrators  
Administrative jobs

Switchboard operator  
Administrative jobs

Customer care agent  
Administrative jobs

Preferred work location

Alice

Eastern Cape

Bhisho  
Eastern Cape

East London  
Eastern Cape

Fort Beaufort  
Eastern Cape

King Williams Town  
Eastern Cape

Contacts and general information about me

Day of birth	1992-08-02 (31 years old)
Gender	Female
Residential location	Alice Eastern Cape
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

Additional information

Salary you wish	R6000 R per month
How much do you earn now	R3500 R per month