



Nolwazi Nomfundo Mbongo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am current doing my internship at the department of human settlements under sector development support focusing me on women empowerment and administration work. I am a dedicated and a loyal employee . I have good interpersonal skills and good planning and organizational skills . my duty is to book venues for the women co-operatives workshops and meetings and I also write minutes during meetings . I also attend the intergovernmental meetings . I have acquired an ability to handle confidential documents , time management and strong record keeping . I promise you if your company happens to hire me then you will never complains and I will definitely make the company grow as I am determined to gain more experience and learn new things . my strengths is to work both individually and team work

Preferred occupation	Project managers Management, human resources jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng
	Zeerust North West
	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1994-10-30 (31 years old)
Gender	Female
Residential location	East Rand 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 2018.03 iki dabar
Company name	department of human settlements
You were working at:	Administrators
Occupation	sector development 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
English	good	good	good
isiZulu	very good	very good	very good
isiXhosa	good	basic	basic

Computer knowledge

I know how to use the Windows , updating of Software and I am very good with Microsoft office

Conferences, seminars

I had attended only one seminar at Galighar Estate it was hosted by CETA in March am not sure of the date it was around 27-30 Human settlements was invited to attend .

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	My hobby is to read books & motivation
Driver licenses	None

Salary you wish

20000-40000 R per month

How much do you earn now

4000 R per month