



# Nomsa Mildred Ndlovu

Curriculum Vitae (CV)

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

Im kindly looking to get a permanent job and work as an admin assistant or receptionist

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng

## Contacts and general information about me

Day of birth	1980-09-17 (45 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2018.09 iki 2019.11</b>
Company name	Fullserve Financial Services
You were working at:	Sales administrator
Occupation	sales administrator
What you did at this job position?	answering phones,servicing the clients,processing claims,opening new policies
Working period	<b>nuo 2011.01 iki 2017.12</b>
Company name	african bank
You were working at:	Sales consultant
Occupation	branch consultant
What you did at this job position?	servicing clients,selling products,answering calls

## Education

Educational period	<b>nuo 2008.01 iki 2008.12</b>
Degree	Certificate
Educational institution	microtech college
Educational qualification	certicate of computer literacy
I could work	yes

#### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	fluent	very good	very good

#### Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2010-04-00 (15 years)
Salary you wish	8000 R per month
How much do you earn now	5000 R per month