



Nolufefe Sompeta

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administration job. I have good communication skills and I am a people oriented person, working in a team is also what I like. I have a passion in doing administration as I have experience in it and I am able to work under pressure.

Preferred occupation	Administrative jobs
Preferred work location	Umtata / Mthatha Eastern Cape

Contacts and general information about me

Day of birth	1983-12-21 (41 years old)
Gender	Female
Residential location	Lusikisiki Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2013.05 iki 2017.11
Company name	Old Mutual
You were working at:	Sales representative
Occupation	Financial Advisor
What you did at this job position?	Selling old mutual policies and doing administration
Working period	nuo 2007.05 iki 2009.05
Company name	Public Works
You were working at:	Administrators
Occupation	Data capturer
What you did at this job position?	Capturing receipts in LOGIS system, doing travel arrangements for the staff

Education

Educational period	nuo 2019.01 iki 2020.04
Degree	Some Schooling
Educational institution	Walter Sisulu University
Educational qualification	ND: MANAGEMENT
I could work	Under pressure

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	very good
isiXhosa	very good	very good	very good

Computer knowledge

Microsoft Word and Microsoft PowerPoint

Recommendations

Contact person	Nontlahla
Occupation	Manager
Company	Old Mutual
Telephone number	0784085584
Email address	fefendumela2011@gmail.com

Additional information

Your hobbies	Reading books and exercising
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2010-09-00 (15 years)
Salary you wish	16000 R per month
How much do you earn now	7000 R per month