

Curriculum Vitae of Neliswa Mncwabe
P O Box 961011 KwaNxamalala, PIETERMARITZBURG,
3201
Cell: 0661088782

ABOUT ME

I'm literal thinker, Computer Literate, I can work under pressure and am a friendly person . I while I keep busy learning new things, I still take interviews in search of a team, where I will contribute and learn from.

PERSONAL DETAILS

Identity Number: 9711061187087

Date of Birth: 1997/11/06

Gender: Female

Home Language: IsiZulu

Other Language: English

Nationality: South African

Marital Status: Single

Criminal offence: None

Health: Excellent

SKILLS & ABILITIES

- Strong organizational and administrative skills
- Excellent spelling, proofreading and computer skills.
- Ability to maintain Confidentiality
- Excellent working knowledge of all Microsoft Office Packages.
- Self – motivated with flexible attitude and ability to adapt quickly to change.

EXPERIENCE

NANDOS

2015to 2016

Duties: Receiving Cash payment from customers, welcoming customers and cleaning customers table.

Position: waitress

Reason of leaving: Weekend/ part- time

EDUCATION

SHAYABANTU HIGH SCHOOL

Highest qualification: Grade 11

Year obtained: 2017

UMGUNGUNDLOVU TVET COLLEGE

Qualification: NQF Level 2 - 4 in Office Administration

Year: 2019-2021

: N4 in Management Assistant

Year : 2022 –(Jan – June)

COMPUTER LITERACY

MS Word, Excel, Access, Outlook, PowerPoint, Internet and Email

REFERENCES:

Sinenhlanhla Ngubane

Cell no. : 0722406161

McMillan Gatsi

Cell no. : 0660089932

