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|  |  | NOBAHLE NOMONDE NDLOVU |
| **PROFILE**  I am a self-motivated, hardworking, confident, and disciplined individual. I enjoy working with people, under minimal supervision and under tight deadlines. My biggest strength lies in written and spoken communication as well as my professional etiquette.  **DATE OF BIRTH**  1997/10/16  **LANGUAGES**  IsiZulu, English  **RESIDENTIAL ADDRESS**  Pietermaritzburg,KZN  **DRIVER’S LICENCE**  Code 8(B) PHONE: 0769597209  **EMAIL:**  [nomondendlovu16@gmail.com](mailto:nomondendlovu16@gmail.com) SKILLS AND COMPETENCIES  * Proficiency in Microsoft Office suite. * Excellent Communication Skills (verbal and written) * Team Player * Time Management |  | EDUCATIONName of Institution: University of KwaZulu Natal **Qualification**: Bachelor of Arts Honours in Media and Cultural Studies  **Year Completed**: 2020  **Name of Institution:** University of KwaZulu Natal  **Qualification**: Bachelor of Social Sciences  **Majors**: Media Studies and Psychology  **Year Completed**: 2019  **Name of School:** Sacred Heart Secondary  **Year**: 2014  **Grade**: 12 (Matric) WORK EXPERIENCECompany Name: Department of Education (KZN)Position: Examination AssistantPeriod: 11/2019 – 12/2019Company Name: Wozani Car Rental (PMB) **Position**: Personal Assistant & Receptionist  **Period**: 11/12/2017 –02 /02/2018 References **Name:** Ms. Fiona Jackson  **Position:** Academic Supervisor (UKZN)  **Cell:** 0728690710  **Email:** FJackson@ukzn.ac.za  **Name**: Mr. Sanele Ndlovu  **Position**: Managing Director (Wozani Car Rental)  **Tel:** 0333429442  **Email:** [gareths.ndlovu@gmail.com](mailto:gareths.ndlovu@gmail.com) |