



Miss Nozipo Ntiyo

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◆ Cape town, Western Cape
LinkedIn · Twitter / X · Facebook

PROFILE

I have done an IT specialising with software development I have worked for an EOH Umthombo pty as a clerk administration . I am a motivated person ,I can finish the work given to me on time.

PERSONAL DETAILS

GENDER	RACE	DATE OF BIRTH
Female	African	16 Sep 1994

EDUCATION & QUALIFICATIONS

- Information Technology
Walter Sisulu University
Software Development · Diploma · 2019
Achieved

WORK EXPERIENCE

- Clerk Administration
EOH Umthombo pty
Jan 2022 - May 2022
Scanning old mutual documents and send it to a server,do quality control of the box I have scanned , cutting the papers preparing for the scanner,we were changing the hard copies into a soft copies
- Admin Assistant
Ntsonyini FSS
Dec 2020 - Apr 2021
Recording students on SASAAMS,do photocopies, filing, typing documents

SKILLS

Data capture	●●●●●
Scanner operator	●●●●●

LANGUAGES

Isixhosa	●●●●●
English	●●●●●

PERSONAL TRAITS

I don't have

HOBBIES & INTERESTS

Typing
Watching TV

REFERENCES

Mr L Mabengu

Admin Assistant - Ntsonyini FSS
☎ 0735083081/
✉ N/A

Hendrika

Clerk Administration - EOH Umthombo pty
☎ 0846014125
✉ N/A

COVER LETTER

01, June, 2022 Job application: Cape Town {information Technology}

Dear Sir /Madam

I hereby applying for the position that is available in your organization. I am capable young and energetic person with unlimited knowledge always willing to learn, relevant and favorable qualities to perform the job completely and effectively.

I have patience, a good team player as well as ability to build and maintain good working relationships. I have enclosed my curriculum vitae and I am willing should you wish to interview me, I am available at your convenience.

Im looking forward to hearing from you,

Kind regards
Nozipo Ntiyo 0733170871