

CURRICULUM VITAE OF NANCY NKOANA (MRS)

ADDRESS : 1003 Mamelodi Gardens
P O Rethabile
0122

CONTACT NUMBERS : 0832449640
(012) 801 1962 (H)

IDENTITY NUMBER : 770817 0470 083

DEPENDANTS : 2

KNOWLEDGE AND SKILLS

Computer literate and possess excellent communication skills . I'm able to function independently and as a team, dedicated and hard working. I have the potential to acquire experience within a reasonable time I'm able and willing to learn.

EDUCATIONAL QUALIFICATIONS

LAST SCHOOL ATTENDED : Ribane-Laka High

STANDARD PASSED : Matric (1996)

SUBJECTS : English, Afrikaans, Northern Sotho, Biology
Mathematics and Physical Science

TERTIARY

INSTITUTION : Academy of Learning
COURSE : General Secretary Career Diploma
COURSES COMPLETED : Introduction to Micro Computers
Introduction to Windows 3.1 & Windows 95
Ms Word for Windows 6.0
Excel for Windows Level 1 (5.0)
Keyboard, Typing Stage 1 and 2
Audio Typing, Typing Speed Development
Practical Business English

COMMUNITY INVOLVEMENT

ORGANISATION NMAE : MACIS (Mamelodi Community Information Services)
POSITION : General Secretary
PERIOD : 3 Nov1999 – 13 Jan 2000
REASON FOR LEAVING : Job offer at Absa Bank

REFERENCE

Esme Modisane (MACIS)
(012) 805-1293/94

WORKING EXPERIENCE

PREVIOUS EMPLOYER : Absa Bank Mamelodi Crossing
LAST POST HELD : Customer Service Clerk (18 Jan '09 – 14 July '09)
REASON FOR LEAVING : Bridging a debt consolidation contract

OTHER POSITIONS HELD WITHIN ABSA BANK

Absa Bank Quagga Centre Branch Retail Sales Consultant (1 Nov '07 – Jan '09)
Absa Bank Pretorius Branch Specialist Security Validations (Nov '05 31 Oct '07)
Officer Data Capturing (Jun '03 – Nov '05)
Asset Processing Group Operations
Absa Admin Centre Pretorius Branch Admin Clerk (2 Jan '02 – Jun '03)
Absa Bank Schoeman Branch Host (4 Nov '02 – 31 Dec '02)
Absa Bank Cnr Van der Walt & Pretorius Risk and Security Clerk (Jan '02 – 1 Nov '02)
Typist (17 Jan 2000 – 1 Nov '02)

REFERENCES

Ms Dudu Ntshingila (Customer Service Specialist Manager)
(012) 812 9840/61

Mrs Junerose Rikhotso (Colleague)
012 812 9840