



# Smangele Mbatha

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I hereby apply for a Job that can help me finish up my studies. I am a Human Resource management student who happened to not have enough money for my final year at Damelin College. I have 2 years experience in administration and i am computer literate. I write and speak Isizulu and English quite fluently

I am a dedicated and career driven woman. I strive to invest in making other people's work alot easier. As a person im quiet bubbly but a very hard worker, im sociable and can hold a good conversation. I work very well under no supervision but i work well in teams too and i believe two brains are better than one. Im an intelligent woman who loves being around people and laughing.

Preferred occupation                      Switchboard operator  
Administrative jobs

Preferred work location                      Richards Bay  
KwaZulu-Natal

## Contacts and general information about me

Day of birth	1987-11-22 (38 years old)
Gender	Female
Residential location	Gingindlovu KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2010.05 iki 2012.04</b>
Company name	Ubhaqa land and agrarian reform agency
You were working at:	Administrators
Occupation	Administrator
What you did at this job position?	Administrative duties

## Education

Educational period	<b>nuo 2001.01 iki 2007.11</b>
Degree	Grade 12 / Matric
Educational institution	Ngwenya Secondary School
Educational qualification	Grade 12

Educational period	<b>nuo 2017.02 iki 2019.12</b>
Degree	Diploma
Educational institution	Damelin College Pietermaritzburg
Educational qualification	Human Resource management N5

#### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

#### Computer knowledge

Im computer literate i am very much familiar with Ms word, Ms Excel, Power point and internet.

#### Recommendations

Contact person	Thamsanqa Majozi
Occupation	Operations manager
Company	Ubhaqa Land and agrarian reform agency
Telephone number	0670580525

#### Additional information

Your hobbies	I love reading books, or going out specifically to the beach it always has this renewing aura in my spirit. I love cooking and i always say cooking is my sanctuary where when all fails and i need something to soothe my heart and retain my enxiety.
Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R5000 R per month