



# Zanele Mbata

Curriculum Vitae (CV)

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

I am enthusiastic and focus person who is committed to serve and defend country. I enjoy working in a busy environment and pleasure the challenge of managing a diverse work load. I obey all lawful command and respect all races, religions and gender. I am someone who is fundamentally committed to good practice and I am always engaged in continuous learning in order to broaden my knowledge and experience. I am currently looking for a new challenging work

## Contacts and general information about me

Day of birth	1981-05-13 (42 years old)
Gender	Female
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 2016.10 iki 2020.09</b>
Company name	Mthonjaneni Municipality
You were working at:	Administrators
Occupation	Clerk
What you did at this job position?	Minutes taking and other Administration duties in the office

Working period	<b>nuo 2008.09 iki 2011.11</b>
Company name	Statistics South Africa
You were working at:	Supervisor
Occupation	Field worker
What you did at this job position?	Collect data from community and filling questionairs

## Education

Educational period	<b>nuo 2002.03 iki 2003.04</b>
Degree	Certificate
Educational institution	Super Learn Training College
Educational qualification	Grade 12
I could work	I could work under pressure

#### Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good
English	good	good	good

#### Computer knowledge

Ms word,Ms Windows,Ms Excel, Ms Power Point, Ms Access, Switch board operator and Typing

#### Conferences, seminars

Attended office Practice courses and Secretarial courses

#### Recommendations

Contact person	Mr. M. J.Ndlovu
Occupation	Fleet Officer
Company	Mthonjaneni Municipality
Telephone number	035 450 2082 ext.251
Email address	fleetofficer@mthonjanenimunicipality.org.za

#### Additional information

Your hobbies	Learning to improve my experience.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2004-05-00 (20 years)
Salary you wish	R12000.00 R per month
How much do you earn now	R8000.00 R per month