



# 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 (44 years old)                                                             |
| Gender           | Female                                                                                |
| Telephone number | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address    | <i>Information is available only for registered users.</i><br><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**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| 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 $\leq$ 3,500kg     |
| Driver license from      | 2004-05-00 (21 years)              |
| Salary you wish          | R12000.00 R per month              |
| How much do you earn now | R8000.00 R per month               |