



Zizipho Mdladlamba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard working individual with proven leadership and organizational skills, and minute attention to detail. Seeking to apply my abilities to fill the role in your company. I am a dedicated team player who can be relied upon to help your company achieve it's goals.

Preferred occupation	Receptionist
	Administrative jobs
	Generals
	General jobs
	Clerk of the court
	Law, legal jobs
Preferred work location	Durban City
	KwaZulu-Natal

Contacts and general information about me

Day of birth	1995-07-11 (30 years old)
Gender	Female
Residential location	Durban City
	KwaZulu-Natal
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2017.05 iki 2019.08
Company name	Landmark accommodation
You were working at:	Sales person
Occupation	Receptionist
What you did at this job position?	Answering phone calls, filling, capturing data and stock taking., bookkeeping and

Working period **nuo 2019.09 iki 2020.01**
 Company name Newman must work
 You were working at: Bartenders
 Occupation Barlady
 What you did at this job position? Selling beverages(food and drinks)

Education

Educational period **nuo 2016.01 iki 2016.12**
 Degree Certificate
 Educational institution Richfield graduate institute of technology
 Educational qualification Office administration
 I could work Receptionist, personal assistant, office work.

Educational period **nuo 2017.01 iki 2019.06**
 Degree Certificate
 Educational institution University of South Africa (UNISA)
 Educational qualification Higher certificate in law
 I could work I could work as a clerk of the court.

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	good	fluent
isiXhosa	fluent	fluent	fluent
isiZulu	good	good	basic
Sesotho	basic	good	basic

Computer knowledge

I have acquired computer skills(Excel, Ms word and PowerPoint) some of the duties include emailing, faxing and doing spread sheets.

Recommendations

Contact person Lawrence
 Occupation Manager
 Company Newman must work
 Telephone number 0730058796

Contact person Sibongile matyana
 Occupation Manager
 Company Landmark accommodation
 Telephone number 0713908843

Additional information

Your hobbies	I enjoy reading novels, jogging and cooking.
Driver licenses	None
Salary you wish	3500 R per month