



Zandile Pacific Xaba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have matric, studied at Management Assistant N6 at uMsunduzi Tvet College, Office Administration certificate at Oval Computer College and also Social Auxiliary work NQF Level 4 certificate at Abafundi college. I have 2 years experience in Administrative clerk which I obtained from the Department of Education, My work experience at the Department includes DATA CAPTURING, OFFICE MANAMENT, COMPUTER LITERACY (Ms word, Ms excel, outlook and PowerPoint), COMMUNICATION, HANDLING OF SEC DIARY, PREPARING FOR MEETINGS ON BEHALF OF THE CES. 1 year and 3 months experience in Personal Assistant for Chief Education Specialist at the Department of Education, 1 year experience of Assistant Clerk which I obtained at NTE Company Limited. So I have 4+ experience in Administrative. So in that being said I will love to share my skills and experience with the company. I am a hard worker, pay attention to details, good organising skills. Thank you.

Preferred occupation

Administrators

Administrative jobs

Data capturers

Administrative jobs

Filing clerk

Administrative jobs

Receptionist

Administrative jobs

Personal assistant

Administrative jobs

Switchboard operator

Administrative jobs

Preferred work location

Durban City

KwaZulu-Natal

Johannesburg

Gauteng

Contacts and general information about me

Day of birth

1990-08-30 (35 years old)

Gender

Female

Residential location

Midlands

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 2018.01 iki 2019.06
Company name	DEPARTMENT OF EDUCATION
You were working at:	Training
Occupation	ADMINISTRATION
What you did at this job position?	ADMINISTRATIVE CLERK

Working period	nuo 2015.01 iki 2015.12
Company name	NTE COMPANY LIMITED
You were working at:	Administrators
Occupation	ASSISTANT CLERK
What you did at this job position?	CLERICAL WORK

Education

Educational period	nuo 2015.01 iki 2015.05
Degree	Certificate
Educational institution	OVAL COMPUTR COLLEGE
Educational qualification	OFFICE ADMINISTRATION
I could work	ADMINISTRATION JOBS

Educational period	nuo 2016.01 iki 2018.06
Degree	Certificate
Educational institution	UMSUNDUZI TVET COLLEGE
Educational qualification	MANAGEMENT ASSISTANT
I could work	ADMINISTRATION

Languages

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

Computer knowledge

Ms Excel
PowerPoint
Outlook

Microsoft Office:
Recommendations

Contact person	Mr S. RAMULU
Ms word Occupation	CHIEF EDUCATION SECIALIST
Company	DEPARTMENT OF EDUCATION
Telephone number	0829583587
Email address	Sivlanus.Ramulu@kzndoe.gov.za

Additional information

Your hobbies	BOOK READING BODY BULDING
Driver licenses	None
Salary you wish	15 000 R per month
How much do you earn now	6000 R per month