



# Zukiswa Manzi

Curriculum Vitae (CV)

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

I would like to broaden experience in all aspects of administration. I am a fast learner and I am work under pressure and flexible in learning from different career stream. I would appreciate if I can get an opportunity to prove myself in the position I will receive

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Umtata / Mthatha Eastern Cape

## Contacts and general information about me

Day of birth	1984-11-18 (41 years old)
Gender	Female
Residential location	Umtata / Mthatha Eastern Cape
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>from 2016.01 to 2016.04</b>
Company name	Mtata plaza internet cafe
You were working at:	Computer operator
Occupation	Typist
What you did at this job position?	Computer operator
Working period	<b>from 2017.03 to 2021.02</b>
Company name	Grace communications internet cafe
You were working at:	Computer operator
Occupation	Typist
What you did at this job position?	Computer operator

## Education

Educational period	<b>nuo 2005.01 iki 2007.12</b>
Degree	Grade 12 / Matric
Educational institution	Riverside school
Educational qualification	Matric

Educational period	<b>nuo 2013.01 iki 2013.12</b>
Degree	Certificate
Educational institution	Eastern cape academy of technology
Educational qualification	Computer literacy

#### Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	good	good	good

#### Computer knowledge

Ms word  
Ms excel  
Ms access  
Ms power point  
Outlook  
Web browser

#### Recommendations

Contact person	Miss ngcongo
Occupation	Manager
Company	Grace communications
Telephone number	0785593899

#### Additional information

Your hobbies	Reading news paper Communicate with peolpe
Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	3000 R per month