



# Mziwanele Mabhongo

Curriculum Vitae (CV)

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

I am looking for a job as an administrator as I have the experience of 4 years in administration, working as an Intern in Department of education. I have Diploma in Human Resources Management. I am confident that I have knowledge and skill to professionally fulfill the position as required by the organisation. I am eager to enhance and refine my personal development within the organisation, and take on the challenges that lie ahead.

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

## Contacts and general information about me

Day of birth	1991-12-20 (34 years old)
Gender	Male
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>nuo 2016.06 iki 2017.11</b>
Company name	Department of Education Chris Hani East
You were working at:	HR intern
Occupation	Experiential learning
What you did at this job position?	I was trained

## Education

Educational period	<b>nuo 2014.07 iki 2015.11</b>
Degree	Diploma
Educational institution	Ikhala TVET College
Educational qualification	Human Resources Management
I could work	I could work as an HR Administrator

### Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	very good	good

### Computer knowledge

I have computer knowledge as it is part my qualifications and I have been working with it for a long time.

### Recommendations

Contact person	Mrs N Benya
Occupation	HRA&P Assistant director
Company	Department of Education Chris Hani East
Telephone number	047 874 0309/ 076 171 0652
Contact person	Miss N.V. Sihawu
Occupation	Principal
Company	Department of Education Chris Hani East, Nonkanyiso S.P.S
Telephone number	0723667535

### Additional information

Your hobbies	Reading books and watching sport.
Driver licenses	None
Salary you wish	R15 000 R per month