

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 fullfill 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)

Residential location Umtata / Mthatha
Eastern Cape

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 2016.06 iki 2017.11**

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 **nuo 2014.07 iki 2015.11**

Degree Diploma

Educational institution Ikhala TVET College

Educational qualification Human Resources Management

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