



Zoliswa Daliwe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any kind of administrative, office work be it Receptionist, clerk and admin. I am a hard working and lady who can work under pressure and with different people. I am willing to relocate to any place in the eastern cape. I am an Xhosa, English and Afrikaans speaking person.

Preferred occupation Administrators
Administrative jobs

Generals
General jobs

Preferred work location Aliwal North
Eastern Cape

Contacts and general information about me

Day of birth 1984-07-30 (39 years old)

Gender Female

Residential location Queenstown
Eastern Cape

Telephone number *Information is available only for registered users.*
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Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2012.04 iki 2021.05**

Company name Ikhwezi Women's Support Centre

You were working at: Administrators

Occupation Finance Admin

What you did at this job position? Administration and finances

Working period **nuo 2008.03 iki 2012.03**

Company name Ikhwezi Women's Support Centre

You were working at: Receptionists

Occupation Receptionist

What you did at this job position? Front Desk reception

Education

Educational period	nuo 2005.01 iki 2005.11
Degree	Grade 12 / Matric
Educational institution	Cathcart High School
Educational qualification	Matric
I could work	Anywhere

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

Computer knowledge

Word
Excel
Power point
Publisher
Outlook
Enternet

Conferences, seminars

Basic finance course
Excel

Recommendations

Contact person	Beatrice Chindoti
Occupation	Social Worker
Company	Ikhwezi Women's Support Centre
Telephone number	0458432110
Email address	mchindoti@gmail.com
Contact person	Eunice Brukwe
Occupation	Director
Company	Ikhwezi Women's Support Centre
Telephone number	0458432110
Email address	Ikhwezi@hazeldean.co.za

Additional information

Your hobbies	Reading Sport
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from	2018-08-00 (5 years)
Salary you wish	9000 R per month
How much do you earn now	7000 R per month