



Babalwa Giya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administration jobs and customer service jobs because I am passionate about helping people and doing clerical duties that consist computer .

I am a fast learner , can work under pressure in a pressurized environment. I can multiple task and think out of a box. I am a good candidate who want to learn more in the industry and contribute towards the goals and vision of the company

Preferred occupation	Administrators Administrative jobs
	Receptionist Administrative jobs
	Operations Clerk Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1999-02-10 (26 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2018.11 iki 2021.02
Company name	EThekweni Municipality
You were working at:	Operations Clerk
Occupation	Intern
What you did at this job position?	Administration duties and customer service duties

Education

Educational period **nuo 2017.01 iki 2020.08**
 Degree Diploma
 Educational institution Elangeni tvet College
 Educational qualification National Diploma in Public Management
 I could work Yes

Educational period **nuo 2016.01 iki 2016.12**
 Degree Grade 12 / Matric
 Educational institution Shukuma senior secondary school
 Educational qualification Grade 12
 I could work Yes

Languages

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

Computer knowledge

Ms Office
 Ms Word
 Ms PowerPoint
 Ms Excel

Conferences, seminars

Batho pele Principle training
 Customer service

Recommendations

Contact person Mbalenhle Dlamini
 Occupation Principal clerk
 Company Ethekwini municipality
 Telephone number 0313229141
 Email address mbalenhle.dlamini3@durban.gov.za

Contact person	Mxolisi Ngonelo
Occupation	Supervisor
Company	Ethekwini municipality
Telephone number	0313223231
Email address	mxolisi.ngonelo@durban.gov.za

Additional information

Your hobbies	Reading Singing Music
Driver licenses	None
Salary you wish	Reasonable and fair amount R per month
How much do you earn now	None R per month