



Sbusisiwe Zondi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for an administration/Secretary jobs. I am ambitious and driven. I thrive on challenge and constantly set goals for myself, so I have something to strive toward. I'm not comfortable with settling, and I'm always looking for an opportunity to do better and achieve greatness. In my previous role, I was promoted three times in less than two years." I'm a people-person. I love meeting new people and learning about their lives and their backgrounds. I can almost always find common ground with strangers, and I like making people feel comfortable in my presence. I find this skill is especially helpful when kicking off projects with new clients. "I'm interested in this job because I can see that, in this role, my skills could help solve this problem within your company. I also see an opportunity for me to learn and grow these skills, so we both would benefit personally, professionally, and financially.

Preferred occupation

Generals

General jobs

Preferred work location

Durban City

KwaZulu-Natal

Contacts and general information about me

Day of birth

1996-09-20 (29 years old)

Gender

Female

Residential location

Durban City

KwaZulu-Natal

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 2017.01 iki 2020.06

Company name

Locomotive Empowerment

You were working at:

Administrators

Occupation

Administration

What you did at this job position?

Fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing.

Education

Educational period	nuo 2010.01 iki 2014.12
Degree	Grade 12 / Matric
Educational institution	SIVANANDA THECHNICAL HIGH SCHOOL
Educational qualification	Matric diploma
I could work	Anytime

Languages

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

Computer knowledge

Microsoft word,Excell and database

Conferences, seminars

None

Recommendations

Contact person	Mr Zondi
Occupation	Director
Company	Lomotive Empowerment
Telephone number	0681360302
Email address	Sphiwezondi@gmail.com

Additional information

Your hobbies	Reading,Singing and swiming
Driver licenses	None
Salary you wish	R4000 R per month
How much do you earn now	R3500 R per month