



Zinhle Fortunate Thela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

ADMINISTRATION CLERK

AM A HARD WORKING PERSON I HAVE THE SKILLS YOU NEED.

BECAUSE MY PROVEN ABILITY TO MAINTAIN STRONG INTERPERSONAL RELATIONSHIPS WITH SEVERAL CLIENTS.

I AM PASSIONATE ABOUT PROVIDING CARE TO THOSE IN NEED WHICH KEEPS ME MOTIVATED AND EXCITED ABOUT MY BEST WORK.

AM ENERGETIC AND FAST DECISION-MAKING IN THE WORK PLACE.

AM ABLE TO HANDLE EVERY SITUATION I FACED IN THE WORKPLACE.

Preferred occupation Receptionist
Administrative jobs

Preferred work location Piet Retief
Mpumalanga

Contacts and general information about me

Day of birth	1998-03-31 (27 years old)
Gender	Female
Residential location	Piet Retief Mpumalanga
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Education

Educational period	nuo 2017.01 iki 2019.11
Degree	Certificate
Educational institution	MNAMBITHI TVET COLLEGE
Educational qualification	OFFICE ADMINISTRATION
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

MICROSOFT WORD

MICROSOFT ACCESS

MICROSOFT EXCEL

MICROSOFT POWERPOINT

Conferences, seminars

N/A

Additional information

Your hobbies	READING MAGAZINE NETBALL
Salary you wish	R3500.00 R per month
How much do you earn now	R920.00 R per month