



# Syanda Shange

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Administrative position ,secretary

I am a hardworking person , honestly,decision making etc

Preferred occupation                      Receptionist  
Administrative jobs

Secretaries  
Administrative jobs

Preferred work location                      Durban City  
KwaZulu-Natal

Amanzimtoti  
KwaZulu-Natal

## Contacts and general information about me

Day of birth                                      1989-09-22 (36 years old)

Gender    Male

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 2014.01 iki 2014.12**

Company name                                      Siyathokoza primary school

You were working at:                              Administrators

Occupation    Admin clerk

What you did at this job position?      Capturing information, dealing with SA SAMS ,Printing of  
learners progress reports,answering calls,

Working period	<b>nuo 2016.02 iki 2021.12</b>
Company name	Ngwenya Msomi Primary School
You were working at:	Secretaries
Occupation	Admin clerk
What you did at this job position?	Dealing with SA SAMS ,Capturing learners information and educators information into the system

### Education

Educational period	<b>nuo 2011.01 iki 2013.12</b>
Degree	Certificate
Educational institution	Coastal KZN TVET College
Educational qualification	Office administration NQF Level 4
I could work	Schools office and Companies

### Languages

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

### Computer knowledge

Professional computer literate

### Conferences, seminars

ORTSA TOYOTA TRAINING AND INTERNSHIP

### Recommendations

Contact person	0724834975
Occupation	Educator
Company	Ngwenya Msomi Primary
Telephone number	N/A
Email address	vusumuzidcele63@gmail.com

### Additional information

Your hobbies	Loves reading books Watching educational programs
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	0 R per month