



Zisanda Mtwasi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm kindly looking for a job that will uplift my skills and experience in the field. I am seeking for a position that I will be able to interact with different kinds of challenges.

I am willing to work with a team, communication is key.

Preferred occupation Administrators
Administrative jobs

Preferred work location East London
Eastern Cape

Contacts and general information about me

Day of birth 1997-02-09 (28 years old)

Gender Female

Residential location East London
Eastern Cape

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 2018.02 iki 2021.04**

Company name New Generation Mindset

You were working at: Administrators

Occupation Office Admin

What you did at this job position? Answering incoming calls, taking messages and redirecting calls as directed. Dealing with email enquiries. Taking minutes. Diary management and arranging. General office management such as ordering stationery. Organising travel and accommodation for staff and customers. Arranging both internal and external events. Possibly maintaining the company social media accounts. Providing administration support to Sales Rep, Property Managers and Senior Management.

Working period **nuo 2020.05 iki 2020.11**
 Company name 1life
 You were working at: Field Agent
 Occupation Sales Agent
 What you did at this job position? Promoting 1life insurance.

Working period **nuo 2021.02 iki 2021.04**
 Company name Enoch Mamba S.S & Technical Institute
 You were working at: Training
 Occupation GSA
 What you did at this job position? Assisting the school with all the duties that are within

Education

Educational period **nuo 2016.01 iki 2017.11**
 Degree Grade 12 / Matric
 Educational institution Enoch Mamba S.S & Technical Institute
 Educational qualification Matric

Languages

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

Computer knowledge

Microsoft office 360

Recommendations

Contact person Paseka Noko
 Occupation Office Admin
 Company New Generation Mindset
 Telephone number 067 746 2353

Contact person Fezeka Sikhunyana
 Occupation Supervisor
 Company 1life
 Telephone number 078 537 4195

Contact person	Pamela Malila
Occupation	Educator
Company	Enoch Mamba S.S & Technical Institute
Telephone number	073 823 6267

Additional information

Your hobbies	Reading Writing
Driver licenses	None
Salary you wish	R9000 R per month
How much do you earn now	R0 R per month