



# Neliswa Valentia Mkhwanazi

Curriculum Vitae (CV)

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

Im looking for administration job. I am a highly motivated individual who is devoted to all work related activities. I believe that with all skills i have acquired will make me competent to perform at a relatively high level. I possess a good communication, planning and organisational skills with strong ability to grow as individual. I also able to transfer skills and improve the quality and standards of my performance. I take instructions and criticism very well as they are on my opinion a room growth

Preferred occupation	Administrators Administrative jobs
Preferred work location	Mpangeni KwaZulu-Natal

## Contacts and general information about me

Day of birth	1996-08-06 (29 years old)
Gender	Female
Residential location	Nkandla KwaZulu-Natal
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2021.11 iki 2022.08</b>
Company name	Sishishili primary
You were working at:	Aftercare assistant
Occupation	General Assistant
What you did at this job position?	Taking care of kids....also help with administration duties

## Education

Educational period	<b>nuo 2019.06 iki 2021.06</b>
Degree	Certificate
Educational institution	UMfolozi college
Educational qualification	Public Management
I could work	In any public institution

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiZulu	fluent	fluent	fluent
English	very good	very good	very good

**Computer knowledge**

Microsoft Word  
Exel  
Publisher  
PowerPoint

I can do everything that is based in these

**Recommendations**

Contact person	Mr B.H Hadebe
Occupation	Principal
Company	Amatshensikazi primary
Telephone number	076 664 4726
Contact person	Mrs F.G Khuzwayo
Occupation	Principal
Company	Sishishili Primary
Telephone number	076 793 6191

**Additional information**

Your hobbies	Reading books
Driver licenses	None
Salary you wish	R2000+ R per month
How much do you earn now	R500- R per month