



# Nkateko Zwane

Curriculum Vitae (CV)

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

Government jobs

- . Internships
- . Permanent jobs
- . Contract post
- . Leadership

Private companies

- . Internships
- . Permanent jobs
- . Contract post
- . Learnership

Preferred occupation

**Administrators**  
Administrative jobs

**Government jobs**  
Government jobs

**HR intern**  
Management, human resources jobs

**Receptionist**  
Administrative jobs

**Data capturers**  
Administrative jobs

**Filing clerk**  
Administrative jobs

Preferred work location

**Bushbuckridge**  
Mpumalanga

**Nkowankowa**  
Limpopo

## Contacts and general information about me

Day of birth 1993-12-14 (32 years old)

Gender Female

Residential location Mbombela / Nelspruit

Mpumalanga

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

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## Work experience

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2019.05 iki 2021.09</b>   |
| Company name                       | Peter Zwane Attorneys  |
| You were working at:               | Lawyers  |
| Occupation                         | Admin clerk  |
| What you did at this job position? | Typing of letters and notices, filling , retrieving of files,office work.  |
| Working period                     | <b>nuo 2022.09 iki 2023.02</b>   |
| Company name                       | Dan Clinic   |
| You were working at:               | Government jobs  |
| Occupation                         | Data captures  |
| What you did at this job position? | Capturing information on the Tier.Net system. Filling  |
| Working period                     | <b>nuo 2018.06 iki 2019.04</b>   |
| Company name                       | Corporate skills development services  |
| You were working at:               | Administrators   |
| Occupation                         | Admin clerk  |
| What you did at this job position? | Making copies, filling, office work, retrieving of files, sending and receiving emails, preparing boardroom for meetings and making travel bookings. |

## Education

|                           |                                       |
|---------------------------|---------------------------------------|
| Educational period        | <b>nuo 2014.01 iki 2017.09</b>        |
| Degree                    | Diploma                               |
| Educational institution   | Tshwane University of Technology      |
| Educational qualification | National Diploma in public management |
| I could work              | In private and public sectors.        |
| Educational period        | <b>nuo 2020.01 iki 2021.02</b>        |
| Degree                    | Degree                                |
| Educational institution   | Tshwane University of Technology      |
| Educational qualification | Advanced diploma in public affairs    |
| I could work              | In public and private sectors         |

## Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| Xitsonga | fluent         | fluent              | fluent        |
| English  | very good      | very good           | very good     |
| isiZulu  | fluent         | fluent              | very good     |

### Computer knowledge

- . Microsoft office
- . Power point
- . Outlook
- . Excel

### Conferences, seminars

None

### Recommendations

|                  |                                      |
|------------------|--------------------------------------|
| Contact person   | Thulani Madalane                     |
| Occupation       | Banker                               |
| Company          | FNB                                  |
| Telephone number | 0723753058                           |
| Email address    | thulanimilani@gmail.com              |
| Contact person   | Zanele Zwane                         |
| Occupation       | Cleaner                              |
| Company          | Department of health (Letaba Clinic) |
| Telephone number | 0792450076                           |
| Email address    | ximixonizanele@gmail.com             |

### Additional information

|                          |   |
|--------------------------|---|
| Your hobbies             | <ul style="list-style-type: none"> <li>. Reading</li> <li>. Singing</li> <li>. Going to church</li> <li>. Playing netbal</li> </ul> |
| Driver licenses          | None  |
| Salary you wish          | R5000-15000 R per month   |
| How much do you earn now | None R per month  |