



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 | nuo 2019.05 iki 2021.09 |
| 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 | nuo 2022.09 iki 2023.02 |
| 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 | nuo 2018.06 iki 2019.04 |
| 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 | nuo 2014.01 iki 2017.09 |
| 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 | nuo 2020.01 iki 2021.02 |
| 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"> . Reading . Singing . Going to church . Playing netbal |
| Driver licenses | None |
| Salary you wish | R5000-15000 R per month |
| How much do you earn now | None R per month |