



Zinhle Portia Shungube

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin jobs because I love being an office lady as I love working with computer and different kinds of people.i just love being around computers and doing my job hired me to do without any hesitation. I am trustworthy and honest

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| | Generals General jobs |
| Preferred work location | Malelane Mpumalanga |

Contacts and general information about me

| | |
|----------------------|--|
| Day of birth | 1996-06-26 (27 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. Sign in |

Work experience

| | |
|------------------------------------|---|
| Working period | nuo 2021.03 iki 2023.06 |
| Company name | Steve's multi deals |
| You were working at: | Administrators |
| Occupation | Office admin, typist and manager |
| What you did at this job position? | Managing an office and doing all the work alone |

Education

| | |
|---------------------------|---|
| Educational period | nuo 2010.01 iki 2014.11 |
| Degree | Grade 12 / Matric |
| Educational institution | Westcol |
| Educational qualification | N4 management assistant and N4 Sports Generic coaching |
| I could work | Anywere I am seeing fit to be hired I don't have a special career, I believe I can do anything I set my mind to do. |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| SiSwati | fluent | fluent | fluent |
| English | fluent | fluent | fluent |
| isiZulu | fluent | fluent | fluent |
| Afrikaans | basic | basic | very good |
| isiXhosa | good | good | basic |
| Setswana | good | very good | good |

Computer knowledge

Basic computer literacy
 Typing
 Online application
 Excell, power point, word and publisher
 Email and faxing

Conferences, seminars

Sports conferences

Recommendations

| | |
|------------------|-----------------------------|
| Contact person | MR Mahlobo |
| Occupation | Transpoter |
| Company | Mahlobo services |
| Telephone number | 0768251099 |
| Email address | mbongisenimahlobo@gmail.com |
| Contact person | MS Anita |
| Occupation | Mentor |
| Company | Baberton plaas |
| Telephone number | 0799705518 |
| Email address | zeentleportia96@gmail.com |

Additional information

Your hobbies

SPORTS

Praying

Netball

Soccer

Singing

Dancing

Valley ball

Playing with computer

Driver licenses

None

Salary you wish

R10.000 R per month

How much do you earn now

R3900 R per month