



Lungelo Mpanza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a young lady who have a potential of working. I dedicate myself in everything I do , I'm also a very hard working young lady. I am dedicated in administration clerk, professional with experience and history of meeting company goals and organized practices. skilled in working under pressure and adapting to new situations and challenges. willing to learn new things and work within a group or work as a team.

| | |
|-------------------------|-------------------------------------|
| Preferred occupation | Receptionist Administrative jobs |
| | Receptionists Hotel jobs |
| | Engineers Engineering jobs |
| Preferred work location | Witrivier Mpumalanga |
| | Hazyview Mpumalanga |
| | Malelane Mpumalanga |

Contacts and general information about me

| | |
|----------------------|--|
| Day of birth | 1995-11-20 (30 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 2019.11 iki 2021.08 |
| Company name | Muthwa Geo-Environmental Consultants. |
| You were working at: | Drill operator |
| Occupation | Admin Clerk |
| What you did at this job position? | Performed filling ,billing and routing messages to appropriate people, compile tenders, files, slips, invoices and reports. establish administrative work procedures to track staffs daily tasks. |

Education

| | |
|---------------------------|--|
| Educational period | nuo 2017.01 iki 2020.12 |
| Degree | Certificate |
| Educational institution | Umfolozi TVET College |
| Educational qualification | Engineering and Related Design, Computer Training |
| I could work | i could work in offices, doning administration work and in work workshops. |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiZulu | very good | very good | very good |
| English | very good | very good | very good |
| SiSwati | very good | very good | very good |

Computer knowledge

Typing skill, Microsoft Office, Microsoft Excel, Presentation and emailing.

Recommendations

| | |
|------------------|--------------------------|
| Contact person | Randy Thwala |
| Occupation | Employer |
| Company | Muthwa geo environmental |
| Telephone number | 0795963740 |

Additional information

| | |
|---------------------|-------------------------------------|
| Your hobbies | reading, sewing and crochet. |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2022-11-00 (3 years) |
| Salary you wish | 6000 R per month |