



Zingisa Mzotelwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am self driven person who is willing to contribute a positive work in a working environment , who likes to meet new people and willing to learn.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1988-10-10 (37 years old)
Gender	Female
Residential location	Gauteng
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 2020.09 iki 2020.11
Company name	Education
You were working at:	Government jobs
Occupation	School Study Team
What you did at this job position?	Screening of learners,staff and visitors. Ensure all facilities are clean n tidy

Education

Educational period	nuo 2017 iki dabar
Degree	Grade 12 / Matric
Educational institution	Ingwe TVET college
Educational qualification	Office administration L4
I could work	Office work

Languages

Language	Speaking level	Understanding level	Writing level
----------	----------------	---------------------	---------------

isiXhosa

very good

very good

very good

Computer knowledge

Microsoft word

Excel

Power point

Mail merge

Recommendations

Contact person

Mr Cengimbo

Occupation

Lecturer

Company

Ingwe TVET college

Telephone number

0728383102

Additional information

Your hobbies

To keep on searching about better things that can help me

Driver licenses

None

Salary you wish

R6000 R per month