



# Zozi Sonka

Curriculum Vitae (CV)

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

I am looking for a challenging job with a rapidly growth organization that can provide me with a range of goals.

I am hardworking and driven individual who possess good communication skills.I am a fast learner ambitious and have the eager to learn about new things.I am very passionate about the field of administrative wor.i currently looking for a company where i can grow my skills while helping the company in achieving its vision.

|                         |                     |
|-------------------------|---------------------|
| Preferred occupation    | Filing clerk        |
|                         | Administrative jobs |
|                         | Housekeeper         |
|                         | Hotel jobs          |
|                         | Butchers            |
|                         | Retail, store jobs  |
|                         | Dishwashers         |
|                         | Kitchen jobs        |
| Preferred work location | Cape Winelands      |
|                         | Western Cape        |

## Contacts and general information about me

|                      |  |
|----------------------|--|
| Day of birth         | 1995-06-27 (30 years old)  |
| Gender               | Female   |
| Residential location | Cape Winelands   |
|                      | Western Cape   |
| Telephone number     | Information is available only for registered users.<br><a href="#">Sign in</a> |
| Email address        | Information is available only for registered users.<br><a href="#">Sign in</a> |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2019.01 iki 2022.11</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | west coast college             |
| Educational qualification | level 4 office administration  |

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| isiXhosa        | fluent                | very good                  |                      |

**Computer knowledge**

Microsoft Excel, Microsoft word, Microsoft Outlook and Microsoft Access

**Recommendations**

|                  |                                 |
|------------------|---------------------------------|
| Contact person   | Andile Mngameni                 |
| Occupation       | student supporter               |
| Company          | west Coast                      |
| Telephone number | 0644048478                      |
| Email address    | andilen@westcoastcolleg.come.za |

|                  |                    |
|------------------|--------------------|
| Contact person   | Bongiswe Tulwana   |
| Occupation       | Maths lecture      |
| Company          | West Coast College |
| Telephone number | 0783418857         |

**Additional information**

|                          |                   |
|--------------------------|-------------------|
| Your hobbies             | Read and write    |
| Salary you wish          | R7000 R per month |
| How much do you earn now | R00 R per month   |