



# Mandiswa Shabalala

Curriculum Vitae (CV)

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

General worker, administrative, receptionist, pa and teacher

Preferred occupation	Generals General jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1994-07-24 (31 years old)
Gender	Female
Residential location	Midlands KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2021.11 iki 2020.09</b>
Company name	Khandimfundo Secondary School KZN DoE
You were working at:	Teachers
Occupation	Educator's Assistant
What you did at this job position?	<ul style="list-style-type: none"><li>• Carry out administrative duties such as preparing classroom resources.</li><li>• Helping teachers to plan learning activities and complete record's.</li><li>• Helping children who need extra support to complete tasks.</li><li>• Supervised activities in the classroom.</li><li>• Assisting with marking and correcting work.</li></ul>

## Education

Educational period	<b>nuo 2017.02 iki 2020.12</b>
Degree	Degree
Educational institution	University of the Free State
Educational qualification	Bachelor of Arts
I could work	Anywhere

Educational period	<b>nuo 2009.01 iki 2013.12</b>
Degree	Grade 12 / Matric
Educational institution	Drakensberg Comprehensive High School
Educational qualification	National Senior Certificate
I could work	Anywhere

#### Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent
Sesotho	good	basic	basic

#### Computer knowledge

Yes Microsoft office

#### Conferences, seminars

None

#### Recommendations

Contact person	Mr A.V Mncube
Occupation	Principal
Company	Khandimfundo Secondary School
Telephone number	0732366604
Email address	mncubeamose@gmail.com
Contact person	Mr T.T.A Mlambo
Occupation	Former Principal
Company	Drakensberg Comprehensive High School
Telephone number	0795210813
Email address	drakensbergcomp@gmail.com

#### Additional information

Your hobbies	Reading, Jogging, Listening to music, Socializing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-03-00 (3 years)
Salary you wish	15.000 R per month
How much do you earn now	0.00 R per month