



Zimbini Mtati

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Administration Assistant Job and I'm also good at filling and other office administration work

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1994-02-16 (31 years old)
Gender	Female
Residential location	Southern Suburbs Western Cape
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2021.11 iki 2022.09
Company name	Silverleaf Primary School
You were working at:	Filing clerk
Occupation	Administration Assistant
What you did at this job position?	Emails , copying, answering phone calls

Education

Educational period	nuo 2014.02 iki 2016.12
Degree	Certificate
Educational institution	West Coast College
Educational qualification	Office administration
I could work	At the Office

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent

English good fluent good

Computer knowledge

Microsoft Word

Excel

Publisher

Recommendations

Contact person	Mrs Vumazonke
Occupation	Principal
Company	Silverleaf Primary School
Telephone number	0720649663

Additional information

Your hobbies	Reading Running
Driver licenses	None
Salary you wish	4500 R per month
How much do you earn now	00 R per month