



# Makhosazane Ndwandwe

Curriculum Vitae (CV)

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

Am looking for the job that meet requirement for example administration because I have an qualification National Diploma in Public Management an I have 3 years experience from a different department such as department of Agriculture, education and department of health

Preferred occupation	Administrators Administrative jobs
	Switchboard operator Administrative jobs
	Data capturers Administrative jobs
	Call Centre agent Administrative jobs
	Filing clerk Administrative jobs
Preferred work location	KwaZulu-Natal

## Contacts and general information about me

Day of birth	1995-05-20 (30 years old)
Gender	Female
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 2022.09 iki 2023.08</b>
Company name	Department of Agriculture and Rural Development
You were working at:	Administrators
Occupation	admin Clerk
What you did at this job position?	clerical duties, transport services, human resources duties and also registry duties

Working period	<b>nuo 2019.08 iki 2021.02</b>
Company name	department of health
You were working at:	Administrators
Occupation	admin clerk in-service training
What you did at this job position?	clerical duties, abide by act, comply batho pele principles, admission of patients, filling patients files, expenditure and budget control, scm, admitting of patients, file reconciliation, discharging of patient in discharge book.

### Education

Educational period	<b>nuo 2018.03 iki 2023.02</b>
Degree	Diploma
Educational institution	mthashana tvet college
Educational qualification	N.Diploma in Public Management
I could work	administration

### Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	very good	very good
English	very good	very good	very good

### Computer knowledge

Microsoft word, excel, Power point, Outlook, presentation and internet

### Recommendations

Contact person	mphakamiseni Sibisi
Occupation	local agricultural manager
Company	dept of agriculture
Telephone number	0769414060
Email address	mphakamiseni.sibisi@kzndard.gov.za
Contact person	Mfundo Zungu
Occupation	supervisor (patients administration)
Company	department of health
Telephone number	0818036851
Email address	mfundo.zungu@kznhealth.gov.za

### Additional information

Your hobbies	am a good dancer, usually i like to listening radio station
Driver licenses	None

Salary you wish	10000 R per month
How much do you earn now	0.00 R per month