



Sizwe Shange

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for any administrative job as I have a certificate for business administration. I have also worked at administration so I have the experience. I also want to be a driver for companies as I have been exposed to driving at a young age. However, at this point in my life I'm looking for any job that I can do and learn from because I am a fast learner.

Preferred occupation

Car drivers

Driver jobs

Network administrators

IT, computing jobs

Computer operator

IT, computing jobs

Receptionists

Hotel jobs

Bartenders

Restaurant, bar service jobs

Administrators

Administrative jobs

Customer care agent

Administrative jobs

Operations Clerk

Administrative jobs

Filing clerk

Administrative jobs

Front Desk Agent

Administrative jobs

Receptionist

Administrative jobs

Data capturers

Administrative jobs

Learnership

Other jobs

Generals

General jobs

	Government jobs Government jobs
	Manufacturing jobs Manufacturing jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1995-01-15 (30 years old)
Gender	Male
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2018.11 iki 2022.05
Company name	Multichoice
You were working at:	Customer care agent
Occupation	Customer Care
What you did at this job position?	Assist customers with various issues
Working period	nuo 2017.01 iki 2018.09
Company name	Volkswagen
You were working at:	Filing clerk
Occupation	Administration
What you did at this job position?	Filing, scanning, printing and emailing
Working period	nuo 2015.08 iki 2016.11
Company name	The Unlimited
You were working at:	Telemarketers
Occupation	Telesales
What you did at this job position?	Call customers to introduce them to products and direct marketing
Working period	nuo 2014.04 iki 2015.06
Company name	Premier Foods
You were working at:	Generals
Occupation	General worker
What you did at this job position?	Offload trucks

Education

Educational period	nuo 2013.01 iki 2013.12
Degree	Grade 12 / Matric
Educational institution	Mariannridge Secondary School
Educational qualification	Matric
I could work	Yes
Educational period	nuo 2018.11 iki 2019.10
Degree	Certificate
Educational institution	Advanced Assessment and Training
Educational qualification	Business Administrative Services
I could work	Administration
Educational period	nuo 2020.01 iki 2020.12
Degree	Certificate
Educational institution	Signa Academy
Educational qualification	Wholesale and retail chain store operations
I could work	Retail and production
Educational period	nuo 2022.01 iki 2022.12
Degree	Certificate
Educational institution	Pendula Academy
Educational qualification	End User Computing
I could work	Information Technology

Languages

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

Computer knowledge

I have excellent computer knowledge. I am familiar with the Windows operation system, Microsoft Office, Microsoft Teams, and Zoom meetings. I am also in the process of completing my diploma in IT for systems development so I am familiar with coding and programming with Java, Visual basics and Python.

Recommendations

Contact person	Mandisa Mnguni
Occupation	Recruitment Manager
Company	SpecCon holdings
Telephone number	0611709200
Email address	Mandisamngn@gmail.com

Additional information

Your hobbies	Chess
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-12-00 (3 years)
Salary you wish	8000 R per month