



# 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 (29 years old)
Gender	Male
Residential location	Durban City 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 2018.11 iki 2022.05</b>
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	<b>nuo 2017.01 iki 2018.09</b>
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	<b>nuo 2015.08 iki 2016.11</b>
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	<b>nuo 2014.04 iki 2015.06</b>
Company name	Premier Foods
You were working at:	Generals
Occupation	General worker
What you did at this job position?	Offload trucks

## Education

Educational period	<b>nuo 2013.01 iki 2013.12</b>
Degree	Grade 12 / Matric
Educational institution	Mariannridge Secondary School
Educational qualification	Matric
I could work	Yes
Educational period	<b>nuo 2018.11 iki 2019.10</b>
Degree	Certificate
Educational institution	Advanced Assessment and Training
Educational qualification	Business Administrative Services
I could work	Administration
Educational period	<b>nuo 2020.01 iki 2020.12</b>
Degree	Certificate
Educational institution	Signa Academy
Educational qualification	Wholesale and retail chain store operations
I could work	Retail and production
Educational period	<b>nuo 2022.01 iki 2022.12</b>
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 (1 years)
Salary you wish	8000 R per month