



# Anele Mhlongo

Curriculum Vitae (CV)

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

I am looking for any job related to my qualifications but the way I am hunting for a job I can take any available position. I am dedicated and I can work underpressure with perseverance. I aim to fulfill my skills and to share my experience with your organization. I have good communication skills and good customer service. I got matric, computer literacy and also public management. I reside in umlazi . I am willing to start immediately. For more information please contact me on 0634196929.

Preferred occupation	Cashiers
	Retail, store jobs
	Shop assistants
	Retail, store jobs
	Waiters, waitresses
	Restaurant, bar service jobs
	Sales consultant
	Sales jobs
	Receptionist
	Administrative jobs
Preferred work location	Durban City
	KwaZulu-Natal

## Contacts and general information about me

Gender	Female
Residential location	Durban City
	KwaZulu-Natal
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2021.01 iki 2023.09</b>
Company name	Thandukwazi sp
You were working at:	Lab assistant
Occupation	Admin assistant
What you did at this job position?	All admin duties

**Education**

Educational period	<b>nuo 2019.01 iki 2020.11</b>
Degree	Diploma
Educational institution	Esayidi tvet
Educational qualification	Public management
I could work	I could work at any organization because I have an ability to learn fast

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	good	good	very good

**Computer knowledge**

I have huge knowledge in computer. I can count word

Mail merge

Excel

Power point

Data base

Data capture

Sending and receiving emails

SASAMS

printing

Etc

**Conferences, seminars**

SADTU Confere October 13 2023 for clerks jobs opportunities

**Additional information**

Salary you wish	4000 R per month
How much do you earn now	00 R per month