



# Thandolwethu Zulu

Curriculum Vitae (CV)

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

### Administration

I've always excelled in an office work. I can type quickly, I enjoy working in a nice and organized office. An administrative assistant an ideal choice, at least at this stage of my professional career.

### Preferred occupation

Front Desk Agent  
Administrative jobs

Customer care agent  
Administrative jobs

Call Centre agent  
Administrative jobs

### Preferred work location

Durban City  
KwaZulu-Natal

## Contacts and general information about me

### Day of birth

2001-03-31 (24 years old)

### Gender

Female

### Residential location

Durban City  
KwaZulu-Natal

### Telephone number

*Information is available only for registered users.*  
[Sign in](#)

### Email address

*Information is available only for registered users.*  
[Sign in](#)

## Work experience

### Working period

**nuo 2020.09 iki 2021.04**

### Company name

Mzuvele High School

### You were working at:

Other jobs

### Occupation

Assistance Teacher

### What you did at this job position?

Interacting with students, Supervising projects, Tutoring students one-on-one or in groups

Working period	<b>nuo 2022.07 iki 2024.06</b>
Company name	Ignition Telecomics
You were working at:	Debtors clerk
Occupation	Collections Admin Clerk
What you did at this job position?	Maintain accurate records about the customer payment status, Stratify collection activities to maximize cash receipts,

### Education

Educational period	<b>nuo 2014.01 iki 2018.12</b>
Degree	Grade 12 / Matric
Educational institution	Nqabakazulu Comprehensive High School
Educational qualification	Matric

### Languages

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

### Computer knowledge

Typing: Efficiently writing or inputting text using a keyboard

Mouse Navigation: Excellent

Internet Usage: Browsing and researching online

Software Proficiency:

Microsoft Office

Spreadsheets

### Recommendations

Contact person	Kiara Raghubeer
Occupation	Billing Administrator
Company	Comit Technologies (Pty) Ltd
Telephone number	0748734069

### Additional information

Your hobbies	Reading and writing books, articles and publications Travelling and meeting new people Participating in fundraising events for charity Joining a professional, social or environmental group
Driver licenses	None
Salary you wish	6000 R per month

How much do you earn now

4500 R per month