



# Hlengiwe Zwane

Curriculum Vitae (CV)

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

With my academic background in Office Administration and Computer Literacy, security, firearm. coupled with my strong organizational skills and dedication to providing exceptional administrative support, I am confident in my ability to contribute effectively to your team.

During my studies in Office Administration, I gained a comprehensive understanding of office management, administrative procedures, and customer service excellence. My coursework has equipped me with the skills necessary to handle a variety of tasks, including managing office communications, organizing schedules, and maintaining records.

My computer literacy, particularly in Microsoft Office Suite, allows me to efficiently perform tasks such as document creation, data entry, and report generation.

My ability to communicate effectively, both verbally and in writing, enables me to interact professionally with colleagues, clients, and stakeholders. I am also adaptable and eager to learn, ensuring that I can quickly integrate into new environments and contribute positively.

Preferred occupation                      Receptionist  
Administrative jobs

Guards  
Security jobs

Preferred work location                      Mpumalanga

## Contacts and general information about me

Day of birth                                      1992-09-05 (33 years old)

Gender    Female

Residential location                              Vryheid  
KwaZulu-Natal

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

Email address                                      *Information is available only for registered users.*  
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## Additional information

Salary you wish

6000 R per month