



Zimasa Godlo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for Administration job. I'm a hard worker, I'm able to work in a busy environment and produce high standards of work. I am able to take instructions from all levels and build up good working relationship with all my colleagues. I am flexible, reliable and process excellent time keeping skills. I'm always ready for new challenges.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Umtata / Mthatha Eastern Cape

Contacts and general information about me

Gender	Female
Residential location	Umtata / Mthatha Eastern Cape
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 2022.07 iki 2023.12
Company name	Murchison Hospital
You were working at:	Receptionists
Occupation	Administration Clerk
What you did at this job position?	Administration
Working period	nuo 2023.08 iki 2024.11
Company name	Bargain Wholesale
You were working at:	Cashiers
Occupation	Port shepstone
What you did at this job position?	Scanning items, counting money

Education

Educational period	nuo 2020.01 iki 2021.12
Degree	Diploma
Educational institution	Esayidi tvet college
Educational qualification	N6 public management
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	fluent	fluent	fluent

Computer knowledge

Data base
Excel
Work
Outlook

Conferences, seminars

Attending trainings of awareness day on september 2023

Recommendations

Contact person	Mrs T.Cele
Occupation	Hrd supervisor
Company	Murchison hospital
Telephone number	0606221802

Additional information

Driver licenses	None
Salary you wish	8000 R per month