



Ayanda Leocardia Nzimande

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm a dedicated and results-driven professional with a strong work ethic and passion for delivering high-quality results. With excellent communication and problem-solving skills, I thrive in team environments and am committed to making a positive impact. I'm proficient in Microsoft Office, particularly Excel, Word, and PowerPoint, and have strong office practice skills, enabling me to efficiently manage data, create reports, and streamline processes. I'm excited to bring my skills and experience to a new role and contribute to organizational success.

Preferred occupation

Secretaries

Administrative jobs

Receptionist

Administrative jobs

Housekeeper

Hotel jobs

Receptionists

Hotel jobs

Waiters, waitresses

Restaurant, bar service jobs

Government jobs

Government jobs

Shop assistants

Retail, store jobs

Clothing patternmaker

Retail, store jobs

Part time jobs

Part time, weekend jobs

Preferred work location

Pietermaritzburg

KwaZulu-Natal

Port Shepston

KwaZulu-Natal

Johannesburg

Gauteng

East Rand

Gauteng

Contacts and general information about me

Gender	Female
Residential location	Umzimkhulu KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2022.12 iki 2024.02
Company name	L&A Construction company
You were working at:	Generals
Occupation	General worker
What you did at this job position?	Interior painting services for walls, ceilings, trim, and molding.

Working period	nuo 2019.12 iki 2020.03
Company name	KwaLichaba Shisanyama
You were working at:	Waiters, waitresses
Occupation	Customer service
What you did at this job position?	Serving tables, taking orders and cleaning up tables

Education

Educational period	nuo 2024.02 iki 2025.12
Degree	Certificate
Educational institution	Esayidi TVET College
Educational qualification	Management Assistant
I could work	Receptionist, Personal assistant, Management Assistant, HR, Clerk...

Languages

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

Computer knowledge

I'm proficient in a range of computer software and systems, with strong skills in Microsoft Office, particularly Excel, Word, and PowerPoint. I have experience working with various digital tools and platforms, and I'm able to quickly learn new systems. My technical skills enable me to efficiently manage data, create reports, and streamline processes.

Conferences, seminars

I have never attended any conferences and seminars

Additional information

Your hobbies	Reading books Gym Cooking & baking (Trying new recipes) Taking my nieces out Traveling
Driver licenses	None
Salary you wish	R3900 R per month
How much do you earn now	3000 R per month