

Zodwa Zwane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard working person, hand-on, proactive, honest, dedicated, responsible, educable, friendly and self confident. I can also handle stressful circumstances.

I have excellent communication skill, excellent writing, listening and strong interpersonal. Able to handle general enquiries, provide terms of data collected and captured. Receiving incoming and outgoing mails, sort it and attend to it.

Preferred occupation Secretaries

Administrative jobs

Preferred work location KwaZulu-Natal

Contacts and general information about me

Day of birth 1981-09-04 (44 years old)

Gender Female

Residential location Durban City

KwaZulu-Natal

Telephone number Information is available only for registered users.

Sign in

Sign in

Work experience

Working period **nuo 2013.07 iki 2016.06**

Company name John Craig

Occupation Sales Assistant

What you did at this job position? Customer Service

Education

Educational period **nuo 2000.01 iki 2000.12**

Degree Certificate

Educational institution Elangeni FET

Educational qualification N2 Certificate

I could work As a Secretary

Languages			
Language	Speaking level	Understanding level	Writing level

English very good very good very good

Computer knowledge

Microsoft windows

Recommendations

Contact person Mark Jacobs

Occupation Area Manager

Company Johb Craig

Telephone number 0827277877

Email address markj@johncraig.co.za

Additional information

Your hobbies Travelling, Writing & Reading

Salary you wish 7000 R per month How much do you earn now 4800 R per month