



# Zanele Ntshangase

Curriculum Vitae (CV)

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

I am looking for admin clerk , receptionist or secretarial job around Gauteng province. i am a self motivated and willing to contribute willingly into your organisation. i am always prepared to discharge any responsibilities assigned to me whether individually through organised group or in an open society.

i hope u will be interested in evaluating my good interpersonal skills and willingness to serve in the organisation. i am a motivated person who likes meeting new people and share ideas,i promise to work tirelessly in accordance with all prescribed description and under pressure if needs be

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1982-04-01 (43 years old)
Gender	Female
Residential location	Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2004.12 iki 2007.11</b>
Company name	capitec bank
You were working at:	Administrators
Occupation	admin controller
Working period	<b>nuo 2017.04 iki dabar</b>
Company name	vm truckstop
You were working at:	Administrators
Occupation	administrator/receptionist

## Education

Educational period **nuo 2004.12 iki dabar**  
 Degree Certificate  
 Educational institution PC Training and business college  
 Educational qualification National certificate in office management and technology

Educational period **nuo 2011.06 iki 2012.07**  
 Degree Certificate  
 Educational institution Mnambithi college  
 Educational qualification N4 & N5 Human Resources Management

## Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	good	good	good

## Computer knowledge

MS word  
 MS excel  
 MS powerpoint  
 MS outlook

## Recommendations

Contact person MRS S.B. Gumbi  
 Occupation manager  
 Company Ithala bank  
 Telephone number 0363522252

## Additional information

Driver licenses None  
 Salary you wish 6500 R per month  
 How much do you earn now 5000 R per month