



# Zanele Mhletywa

Curriculum Vitae (CV)

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

I am looking for any job that available,I obtained NQF Level 4 in Office Administration but i'm looking for any job i am a hard worker,dedicated person also i am willing to work overtime so by hiring me you are not going to regret your decision.

Preferred occupation **Generals**  
General jobs

Preferred work location **Durban City**  
KwaZulu-Natal

## Contacts and general information about me

Day of birth **1990-12-24 (35 years old)**

Gender **Male**

Residential location **Durban City**  
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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## Work experience

Working period **nuo 2016.04 iki 2016.07**

Company name **Dept.of education**

You were working at: **Administrators**

Occupation **Administraclerk**

What you did at this job position? **data capture**

## Education

Educational period **nuo 2012.01 iki 2016.01**

Degree **Certificate**

Educational institution **King Hintsa Tvet College**

Educational qualification **NQF Level 4 Office Administration**

I could work *i could work so hard because i am a hard worker, person who likes to here other persons ideas*

**Languages**

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

**Computer knowledge**

I did computer from level 2 to level 4 i passed it with flying colours, I did Ms Excel,Ms Word,Ms PowerPoint,Outlook, Mail merge and DataBase

**Recommendations**

Contact person	Ms Shruth
Occupation	Chippa Griller
Company	The Fish Inn restaurant
Telephone number	0716898263

**Additional information**

Your hobbies	Reading Books also interesting to Magazines and Papers and watching Television
Driver licenses	None
Salary you wish	R15000 R per month