



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	<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 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 becouse 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