



Athenkosi Mhlana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job in the administration industry, I have an experience as a registry intern in Mhlontlo Municipality, which was 1 year. I have a degree in Public Administration which I obtained in 2018. I am able to use Microsoft Office Suit, Outlook, excel, powerpoint. I am good with data capturing, scanning, emailing answering phone calls and working in the office environment as a whole

| | |
|-------------------------|---------------------|
| Preferred occupation | Data capturers |
| | Administrative jobs |
| Preferred work location | Secretaries |
| | Administrative jobs |
| | Cradock |
| | Eastern Cape |
| | East Rand |
| | Gauteng |
| | Bloemfontein |
| | Free State |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1996-09-23 (27 years old) |
| Gender | Female |
| Residential location | Bizana |
| | Eastern Cape |
| 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 |

Education

| | |
|---------------------------|------------------------------------|
| Educational period | nuo 2015.01 iki 2018.05 |
| Degree | Degree |
| Educational institution | Walter Sisulu University |
| Educational qualification | B.Administration (Public Affairs) |
| I could work | any public and private institution |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiXhosa | fluent | fluent | fluent |
| English | very good | fluent | fluent |

Computer knowledge

windows
MSword
Excel
Powerpoint
Outlook
Access

Recommendations

| | |
|------------------|-----------------------------|
| Contact person | Mr P. Manciya |
| Occupation | Registry Officer |
| Company | Mhlontlo Local Municipality |
| Telephone number | 082 8228 581 |

Additional information

| | |
|--------------------------|---------------------|
| Driver licenses | None |
| Salary you wish | +_15000 R per month |
| How much do you earn now | N/A R per month |