



# 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 (29 years old)
Gender	Female
Residential location	Bizana
	Eastern Cape
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>

## Education

Educational period	<b>nuo 2015.01 iki 2018.05</b>
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