



# Olwetu Mzwakali

Curriculum Vitae (CV)

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

Any job but I got grade 12, computer literacy and drivise license code 10 but my job I looking office administrator

Preferred occupation Administrator  
Labour jobs

Preferred work location Rustenburg  
North West

## Contacts and general information about me

Day of birth 1987-08-29 (38 years old)  
Gender Female  
Residential location Rustenburg  
North West  
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 2012.03 iki 2017.04**  
Company name Cash paymaster services  
You were working at: Secretaries  
Occupation Secretary  
What you did at this job position? File documents after payment, take queries to the head office  
queries for beneficiary don't get payment at pay point

## Education

Educational period **nuo 1994.01 iki 2006.12**  
Degree Grade 12 / Matric  
Educational institution I dutywa School of Excellence  
Educational qualification Matric  
I could work Yes

## Languages

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

#### Computer knowledge

Introduction computer, Ms word, Ms excel, Ms access, Ms power point, Introduction to internet and multimedia, Windows explorer

#### Conferences, seminars

N/A

#### Recommendations

Contact person	T Dwangu
Occupation	Manager
Company	Cash paymaster service
Telephone number	073 0043 289
Email address	Tandymaster@gmail.com

#### Additional information

Your hobbies	I like voll ball and reading
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2012-01-00 (13 years)
Salary you wish	R9, 000 R per month
How much do you earn now	R6, 850 R per month