



Xolisile Happyness Mazibuko

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a post graduate from the University of kwa-Zulu Natal, I have skills and knowledge essential for managing key areas of an organization and problem solving skills, therefore I am looking for vacancy where I can use my strong influencing skills

Highlight of my qualification and experience includes:

- volunteering in community service in ward 33
- serving as an assistant administrator at NetQ Medical center
- serving as the temporary receptionist at shatterprufe
- serving as the as the BEC of the ANC Youth league in ward 33

With my strong background as well as my demonstrated commitment, I am well prepared to extend my record of service to the company

Preferred occupation Administrators
Administrative jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth	1997-05-21 (26 years old)
Gender	Female
Residential location	Pinetown KwaZulu-Natal
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period **nuo 2019.06 iki 2019.12**
 Company name NetQ medical center
 You were working at: Doctors
 Occupation Assistant administrator
 What you did at this job position? Appointment bookings, filling, placing medicine orders, sending email

Working period **nuo 2020.01 iki 2020.01**
 Company name Shatterprufe
 You were working at: Steel manufacturer
 Occupation Receptionist
 What you did at this job position? Answer phone calls, schedule appointments, sending emails

Education

Educational period **nuo 2015.02 iki 2018.11**
 Degree Degree
 Educational institution University of kwa-Zulu Natal
 Educational qualification Bachelor of social science

Educational period **nuo 2019.02 iki 2019.11**
 Degree Honours
 Educational institution University of kwa-Zulu Natal
 Educational qualification Bachelor of social science honours

Educational period **nuo 2010.01 iki 2014.12**
 Degree Grade 12 / Matric
 Educational institution Ntee High school
 Educational qualification National senior certificate

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	good	good	basic

Computer knowledge

Good in utilizing Microsoft word, Excel, power point and Outlook

Recommendations

Contact person	Dr Qiniso Mlita
Occupation	Employer
Company	NetQ medical center
Telephone number	0710949875

Contact person	Miss Ziphezinhle Mpanza
Occupation	HR manager
Company	Shatterprufe
Telephone number	0870490260

Additional information

Your hobbies	Poetry, music, jogging, reading books
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	000 R per month