



Smangele Mbatha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I hereby apply for a Job that can help me finish up my studies. I am a Human Resource management student who happened to not have enough money for my final year at Damelin College. I have 2 years experience in administration and i am computer literate. I write and speak Isizulu and English quite fluently

I am a dedicated and career driven woman. I strive to invest in making other people's work alot easier. As a person im quiet bubbly but a very hard worker, im sociable and can hold a good conversation. I work very well under no supervision but i work well in teams too and i believe two brains are better than one. Im an intelligent woman who loves being around people and laughing.

Preferred occupation Switchboard operator
Administrative jobs

Preferred work location Richards Bay
KwaZulu-Natal

Contacts and general information about me

Day of birth 1987-11-22 (36 years old)

Gender Female

Residential location Gingindlovu
KwaZulu-Natal

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 2010.05 iki 2012.04**

Company name Ubhaqa land and agrarian reform agency

You were working at: Administrators

Occupation Administrator

What you did at this job position? Administrative duties

Education

Educational period **nuo 2001.01 iki 2007.11**
 Degree Grade 12 / Matric
 Educational institution Ngwenya Secondary School
 Educational qualification Grade 12

Educational period **nuo 2017.02 iki 2019.12**
 Degree Diploma
 Educational institution Damelin College Pietermaritzburg
 Educational qualification Human Resource management N5

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Im computer literate i am very much familiar with Ms word, Ms Excel, Power point and internet.

Recommendations

Contact person Thamsanqa Majozi
 Occupation Operations manager
 Company Ubhaqa Land and agrarian reform agency
 Telephone number 0670580525

Additional information

Your hobbies I love reading books, or going out specifically to the beach it always has this renewing aura in my spirit. I love cooking and i always say cooking is my sanctuary where when all fails and i need something to soothe my heart and retain my enxiety.

Driver licenses None

Salary you wish R8000 R per month

How much do you earn now R5000 R per month