



# Zanele Zinhle Mhlanga

Curriculum Vitae (CV)

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

I am looking for an office clerk position, receptionist or data capturing position, something that is computer related with Microsoft Access, Microsoft Access, Microsoft word, Microsoft Excel and data capturing.

|                         |   |
|-------------------------|---|
| Preferred occupation    | Waiters, waitresses<br>Restaurant, bar service jobs |
| Preferred work location | East Rand<br>Gauteng                                |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 2002-01-04 (22 years old)   |
| Gender               | Female  |
| Residential location | East Rand<br>Gauteng  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Education

|                           |                                  |
|---------------------------|----------------------------------|
| Educational period        | <b>nuo 2020.03 iki 2020.09</b>   |
| Degree                    | Diploma                          |
| Educational institution   | Funeka business training college |
| Educational qualification | Diploma in computer course       |
| I could work              | In Gauteng                       |

## Languages

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

## Computer knowledge

Microsoft Access  
Microsoft Excel  
Microsoft PowerPoint  
Data capturing

Ms word  
**Recommendations**

|                  |                                  |
|------------------|----------------------------------|
| Contact person   | Zola Bhengushe                   |
| Occupation       | Teacher                          |
| Company          | Funeka business training college |
| Telephone number | 0735320633                       |

**Additional information**

|                          |                   |
|--------------------------|-------------------|
| Salary you wish          | 3800 R per month  |
| How much do you earn now | 00,00 R per month |