



Sizakele Mchunu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a secretary job or an Administration Clerk. I will prove to be an asset to the company and undoubtedly produce excellent results.

Preferred work location	East Rand Gauteng
	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1980-02-02 (44 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2012.08 iki 2020.03
Company name	Mchunu Attorneys
Occupation	Secretary
What you did at this job position?	Deal with Clients over the phone, do the bookings for Clients to Experts and typing the company document .

Conferences, seminars

Intro to MS Windows, Microsoft Word, Microsoft Excel Internet Explorer and E -mails.

Recommendations

Contact person	Mr Matshanda
Occupation	Company Director
Company	T.A.Matshanda Attorneys
Telephone number	011 045 0490

Additional information

Your hobbies	Cooking and exercising
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-12-00 (5 years)
Salary you wish	R12500 R per month
How much do you earn now	R12000 R per month