



Andile Mbali Mkhwanazi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm in excellent health. I can assure that I am diligent and flexible person with desirous in very endeavors. I can guarantee that would be an asset if given the opportunity.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Empangeni kzn KwaZulu-Natal

Contacts and general information about me

Gender	Female
Residential location	Empangeni KwaZulu-Natal
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 2012.06 iki dabar
Company name	Mkhonto high school
You were working at:	Administrators
Occupation	Administration Clerk
What you did at this job position?	Serve as a receptionist and handle parents enquiries, answering telephone calls, coordinate and manage the appointment schedule, Typing documents and office photocopying, Update and safe keeping of all records and documents to the member internal, Manage filing, provide internal and external costume service, Perform data center for levels and educators

Working period **nuo 2013.02 iki 2018.08**
 Company name Cogta (Community work Programme)
 You were working at: Cleaners
 Occupation Storekeeper
 What you did at this job position? Manage stock control which includes maintenance of stock register, Report quantity of broken tools, Counting tools everyday and record,Orders employees uniforms and safe keeping tools

Working period **nuo 2013.08 iki 2019.02**
 Company name Woolworths
 You were working at: Cashiers
 Occupation Cashier
 What you did at this job position? Taking a float everyday, Assist customers in paying using cash, card and Vouchers, Help customers in a friendly manner for their enquiries, Do back Shopping, Packing and Always smiling to make customers feel welcomed

Education

Educational period **nuo 2001.01 iki 2008.12**
 Degree Grade 12 / Matric
 Educational institution Mkhonto High School
 Educational qualification Senior Certificate
 I could work Learner

Educational period **nuo 2011.01 iki 2012.05**
 Degree Certificate
 Educational institution Metro Computech College
 Educational qualification Certificate in Secretarial Skills
 I could work Volunteer

Languages

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

Computer knowledge

PC fundamentals, ms word,ms excel, ms PowerPoint, ms access, ms windows, ms Typing, Internet and multimedia, Business Communication and Business administration

Conferences, seminars

No conferences Andile and seminars

Recommendations

Contact person	Miss Jabulile Mathe
Occupation	Supervisor
Company	Cogta cwp
Telephone number	0734450429
Contact person	Mr NVE Ngcobo
Occupation	Principal at Mkhonto high School
Company	Education
Telephone number	0731601667
Contact person	Mrs Suzan Mthembu
Occupation	Line Manager
Company	Woolworths
Telephone number	0359071620

Additional information

Your hobbies	Music and Cooking
Driver licenses	None
Salary you wish	4000 R per month
How much do you earn now	2540 R per month