



# Zinathi Magaxa

Curriculum Vitae (CV)

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

I am a very capable person , i am dedicated to what i do . I am punctual and i manage my time effectively. I am a people's person , i do not mind working with others . I can work my optimum best in order to deliver what is expected of me . I can handle pressure and work overtime .

Preferred occupation	Generals General jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1982-12-16 (41 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2014.02 iki 2014.08</b>
Company name	Mitchell's plain hospital
You were working at:	Other jobs
Occupation	Administration clerk and scanner operator medical records
What you did at this job position?	Filling of documents , Capturing of log 1 on LOGIS , Dealing with queries , Following up on outstanding orders , Capturing of invoice register

## Education

Educational period	<b>nuo 2009.01 iki 2013.12</b>
Degree	Certificate
Educational institution	Buffalo city college
Educational qualification	Business management
I could work	As a receptionist , office worker and administration clerk

**Languages**

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

**Computer knowledge**

Microsoft office  
 Excel  
 Powerpiont  
 Strong internet and emails  
 Access and database

**Recommendations**

Contact person	Graham Roux
Occupation	Scanner Center supervisor/ T Coordinator
Company	Mitchell's plain hospital
Telephone number	0213774403
Contact person	Miss A.Y Siwendu
Occupation	Senior Admin Officer Finance
Company	Mitchell's plain hospital Department of Health
Telephone number	0213774356 / 0837562514
Contact person	Vuyo Maganda
Occupation	PWP Project Manager Buffalo city
Company	Buffalo City municipality
Telephone number	0839578123

**Additional information**

Your hobbies	Reading Cooking Cleaning
Driver licenses	None
Salary you wish	5500 R per month