



Zanele Mbata

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am enthusiastic and focus person who is committed to serve and defend country. I enjoy working in a busy environment and pleasure the challenge of managing a diverse work load.I obey all lawful command and respect all races,religionsand gender.I am someone who is fundamentally committed to good practice and I am always engaged in continous learning in order to broaden my knowledge and experience. I am currently looking for a new challenging work

Contacts and general information about me

Day of birth	1981-05-13 (43 years old)
Gender	Female
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 2016.10 iki 2020.09
Company name	Mthonjaneni Municipality
You were working at:	Administrators
Occupation	Clerk
What you did at this job position?	Minutes taking and other Administration duties in the office
Working period	nuo 2008.09 iki 2011.11
Company name	Statistics South Africa
You were working at:	Supervisor
Occupation	Field worker
What you did at this job position?	Collect data from community and filling questionairs

Education

Educational period	nuo 2002.03 iki 2003.04
Degree	Certificate
Educational institution	Super Learn Training College
Educational qualification	Grade 12
I could work	I could work under pressure

Languages

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

Computer knowledge

Ms word, Ms Windows, Ms Excel, Ms Power Point, Ms Access, Switch board operator and Typing

Conferences, seminars

Attended office Practice courses and Secretarial courses

Recommendations

Contact person	Mr. M. J.Ndlovu
Occupation	Fleet Officer
Company	Mthonjaneni Municipality
Telephone number	035 450 2082 ext.251
Email address	fleetofficer@mthonjanenimunicipality.org.za

Additional information

Your hobbies	Learning to improve my experience.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2004-05-00 (20 years)
Salary you wish	R12000.00 R per month
How much do you earn now	R8000.00 R per month