



# Zizipho Mdladlamba

Curriculum Vitae (CV)

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

I am a hard working individual with proven leadership and organizational skills, and minute attention to detail. Seeking to apply my abilities to fill the role in your company. I am a dedicated team player who can be relied upon to help your company achieve it's goals.

Preferred occupation	Receptionist Administrative jobs
	Generals General jobs
	Clerk of the court Law, legal jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1995-07-11 (29 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2017.05 iki 2019.08</b>
Company name	Landmark accommodation
You were working at:	Sales person
Occupation	Receptionist
What you did at this job position?	Answering phone calls, filling, capturing data and stock taking., bookkeeping and

Working period **nuo 2019.09 iki 2020.01**  
 Company name Newman must work  
 You were working at: Bartenders  
 Occupation Barlady  
 What you did at this job position? Selling beverages( food and drinks)

**Education**

Educational period **nuo 2016.01 iki 2016.12**  
 Degree Certificate  
 Educational institution Richfield graduate institute of technology  
 Educational qualification Office administration  
 I could work Receptionist, personal assistant, office work.

Educational period **nuo 2017.01 iki 2019.06**  
 Degree Certificate  
 Educational institution University of South Africa (UNISA)  
 Educational qualification Higher certificate in law  
 I could work I could work as a clerk of the court.

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	good	fluent
isiXhosa	fluent	fluent	fluent
isiZulu	good	good	basic
Sesotho	basic	good	basic

**Computer knowledge**

I have acquired computer skills(Excel, Ms word and PowerPoint) some of the duties include emailing, faxing and doing spread sheets.

**Recommendations**

Contact person Lawrence  
 Occupation Manager  
 Company Newman must work  
 Telephone number 0730058796

Contact person Sibongile matyana  
 Occupation Manager  
 Company Landmark accommodation  
 Telephone number 0713908843

### Additional information

Your hobbies	I enjoy reading novels, jogging and cooking.
Driver licenses	None
Salary you wish	3500 R per month