



# Zandile Pacific Xaba

Curriculum Vitae (CV)

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

I have matric, studied at Management Assistant N6 at uMsunduzi Tvet College, Office Administration certificate at Oval Computer College and also Social Auxiliary work NQF Level 4 certificate at Abafundi college. I have 2 years experience in Administrative clerk which I obtained from the Department of Education, My work experience at the Department includes DATA CAPTURING, OFFICE MANAMENT, COMPUTER LITERACY (Ms word, Ms excel, outlook and PowerPoint), COMMUNICATION, HANDLING OF SEC DIARY, PREPARING FOR MEETINGS ON BEHALF OF THE CES. 1 year and 3 months experience in Personal Assistant for Chief Education Specialist at the Department of Education, 1 year experience of Assistant Clerk which I obtained at NTE Company Limited. So I have 4+ experience in Administrative. So in that being said I will love to share my skills and experience with the company. I am a hard worker, pay attention to details, good organising skills. Thank you.

### Preferred occupation

**Administrators**

Administrative jobs

**Data capturers**

Administrative jobs

**Filing clerk**

Administrative jobs

**Receptionist**

Administrative jobs

**Personal assistant**

Administrative jobs

**Switchboard operator**

Administrative jobs

### Preferred work location

**Durban City**

KwaZulu-Natal

**Johannesburg**

Gauteng

## Contacts and general information about me

Day of birth 1990-08-30 (34 years old)

Gender Female

Residential location Midlands

Telephone number

*Information is available only for registered users.*  
[Sign in](#)

Email address

*Information is available only for registered users.*  
[Sign in](#)**Work experience**

Working period	<b>nuo 2018.01 iki 2019.06</b>
Company name	DEPARTMENT OF EDUCATION
You were working at:	Training
Occupation	ADMINISTRATION
What you did at this job position?	ADMINISTRATIVE CLERK
Working period	<b>nuo 2015.01 iki 2015.12</b>
Company name	NTE COMPANY LIMITED
You were working at:	Administrators
Occupation	ASSISTANT CLERK
What you did at this job position?	CLERICAL WORK

**Education**

Educational period	<b>nuo 2015.01 iki 2015.05</b>
Degree	Certificate
Educational institution	OVAL COMPUTR COLLEGE
Educational qualification	OFFICE ADMINISTRATION
I could work	ADMINISTRATION JOBS
Educational period	<b>nuo 2016.01 iki 2018.06</b>
Degree	Certificate
Educational institution	UMSUNDUZI TVET COLLEGE
Educational qualification	MANAGEMENT ASSISTANT
I could work	ADMINISTRATION

**Languages**

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

**Computer knowledge**

Ms Excel  
PowerPoint  
Outlook

Microsoft Office:  
**Recommendations**

Contact person	Mr S. RAMULU
Ms word Occupation	CHIEF EDUCATION SECIALIST
Company	DEPARTMENT OF EDUCATION
Telephone number	0829583587
Email address	Sivlanus.Ramulu@kzndoe.gov.za

**Additional information**

Your hobbies	BOOK READING BODY BULDING
Driver licenses	None
Salary you wish	15 000 R per month
How much do you earn now	6000 R per month