



# Phumlile Patience Mzindle

Curriculum Vitae (CV)

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

I studied Human resource management. I am looking for HR internship to get further experience, I also looking for Administration job. I have computer skills: Microsoft Word, Microsoft Excel, PowerPoint, e-mail and internet.

Communication skills

Telephone etiquette. and also I am hard worker, I am passionate, I am problem solver and consistent person

## Contacts and general information about me

Day of birth	1991-04-19 (33 years old)
Gender	Female
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 2017.12 iki 2019.05</b>
Company name	Department of Education (Ugu district)
You were working at:	HR intern
Occupation	HR intern
What you did at this job position?	Administration (Scan, Email and Faxing) . Office duties

## Education

Educational period	<b>nuo 2014.01 iki 2015.06</b>
Degree	Diploma
Educational institution	Esayidi Tvet college
Educational qualification	Human Resources Management
I could work	Yes I could work

## Languages

Language	Speaking level	Understanding level	Writing level
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isiZulu

very good

very good

very good

### Computer knowledge

Computer skills:

- . Microsoft Word
- . Microsoft Excel
- . PowerPoint
- . Email
- . Internet.

### Conferences, seminars

N/A

### Recommendations

Contact person	Mr S.H.H Dlamini
Occupation	Mentor
Company	Department of Education
Telephone number	0396733990
Email address	Sifisodlamini86@gmail.com

### Additional information

Your hobbies	Playing netball Socialise with kids Teach sunday school
Salary you wish	R6000 R per month