



# Zukiswa Manzi

Curriculum Vitae (CV)

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

I would like to broaden experience in all aspects of administration. I am a fast learner and I am work under pressure and flexible in learning from different career streams. I would appreciate if I can get an opportunity to prove myself in the position I will receive.

|                         |                                     |
|-------------------------|-------------------------------------|
| Preferred occupation    | Receptionist<br>Administrative jobs |
| Preferred work location | Umtata / Mthatha<br>Eastern Cape    |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1984-11-18 (39 years old)   |
| Gender               | Female  |
| Residential location | Umtata / Mthatha<br>Eastern Cape  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |                                    |
|------------------------------------|------------------------------------|
| Working period                     | <b>nuo 2016.01 iki 2016.04</b>     |
| Company name                       | Mtata plaza internet cafe          |
| You were working at:               | Computer operator                  |
| Occupation                         | Typist                             |
| What you did at this job position? | Computer operator                  |
| Working period                     | <b>nuo 2017.03 iki 2021.02</b>     |
| Company name                       | Grace communications internet cafe |
| You were working at:               | Computer operator                  |
| Occupation                         | Typist                             |
| What you did at this job position? | Computer operator                  |

## Education

Educational period                   **nuo 2005.01 iki 2007.12**  
 Degree                                   Grade 12 / Matric  
 Educational institution               Riverside school  
 Educational qualification            Matric

Educational period                   **nuo 2013.01 iki 2013.12**  
 Degree                                   Certificate  
 Educational institution               Eastern cape academy of technology  
 Educational qualification            Computer literacy

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiXhosa | good           | good                | good          |

**Computer knowledge**

- Ms word
- Ms excel
- Ms access
- Ms power point
- Outlook
- Web browser

**Recommendations**

Contact person                       Miss ngcongo  
 Occupation                            Manager  
 Company                                Grace communications  
 Telephone number                    0785593899

**Additional information**

Your hobbies                         Reading news paper  
   Communicate with peolpe  
 Driver licenses                       None  
 Salary you wish                       7000 R per month  
 How much do you earn now         3000 R per month