



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 Administrative jobs
Preferred work location	Umtata / Mthatha Eastern Cape

Contacts and general information about me

Day of birth	1984-11-18 (40 years old)
Gender	Female
Residential location	Umtata / Mthatha Eastern Cape
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 2016.01 iki 2016.04
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	nuo 2017.03 iki 2021.02
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