



Mziwanele Mabhongo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job as an administrator as I have the experience of 4 years in administration, working as an Intern in Department of education. I have Diploma in Human Resources Management. I am confident that I have knowledge and skill to professionally fulfill the position as required by the organisation. I am eager to enhance and refine my personal development within the organisation, and take on the challenges that lie ahead.

| | |
|-------------------------|----------------------------------|
| Preferred occupation | Administrative jobs |
| Preferred work location | Umtata / Mthatha Eastern Cape |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1991-12-20 (33 years old) |
| Gender | Male |
| 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 2016.06 iki 2017.11 |
| Company name | Department of Education Chris Hani East |
| You were working at: | HR intern |
| Occupation | Experiential learning |
| What you did at this job position? | I was trained |

Education

| | |
|---------------------------|-------------------------------------|
| Educational period | nuo 2014.07 iki 2015.11 |
| Degree | Diploma |
| Educational institution | Ikhala TVET College |
| Educational qualification | Human Resources Management |
| I could work | I could work as an HR Administrator |

Languages

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

Computer knowledge

I have computer knowledge as it is part my qualifications and I have been working with it for a long time.

Recommendations

| | |
|------------------|---|
| Contact person | Mrs N Benya |
| Occupation | HRA&P Assistant director |
| Company | Department of Education Chris Hani East |
| Telephone number | 047 874 0309/ 076 171 0652 |
| Contact person | Miss N.V. Sihawu |
| Occupation | Principal |
| Company | Department of Education Chris Hani East, Nonkanyiso S.P.S |
| Telephone number | 0723667535 |

Additional information

| | |
|-----------------|-----------------------------------|
| Your hobbies | Reading books and watching sport. |
| Driver licenses | None |
| Salary you wish | R15 000 R per month |