



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 (32 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