



# Sbusisiwe Zondi

Curriculum Vitae (CV)

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

I'm looking for an administration/Secretary jobs. I am ambitious and driven. I thrive on challenge and constantly set goals for myself, so I have something to strive toward. I'm not comfortable with settling, and I'm always looking for an opportunity to do better and achieve greatness. In my previous role, I was promoted three times in less than two years." I'm a people-person. I love meeting new people and learning about their lives and their backgrounds. I can almost always find common ground with strangers, and I like making people feel comfortable in my presence. I find this skill is especially helpful when kicking off projects with new clients. "I'm interested in this job because I can see that, in this role, my skills could help solve this problem within your company. I also see an opportunity for me to learn and grow these skills, so we both would benefit personally, professionally, and financially.

Preferred occupation	Generals General jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1996-09-20 (27 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2017.01 iki 2020.06</b>
Company name	Locomotive Empowerment
You were working at:	Administrators
Occupation	Administration
What you did at this job position?	Fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing.

**Education**

Educational period	<b>nuo 2010.01 iki 2014.12</b>
Degree	Grade 12 / Matric
Educational institution	SIVANANDA THECNICAL HIGH SCHOOL
Educational qualification	Matric diploma
I could work	Anytime

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiZulu	very good	very good	very good
English	very good	very good	very good

**Computer knowledge**

Microsoft word,Excell and database

**Conferences, seminars**

None

**Recommendations**

Contact person	Mr Zondi
Occupation	Director
Company	Lomotive Empowerment
Telephone number	0681360302
Email address	Sphiwezondi@gmail.com

**Additional information**

Your hobbies	Reading,Singing and swimming
Driver licenses	None
Salary you wish	R4000 R per month
How much do you earn now	R3500 R per month