



Ongezwa Funda

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im looking an Administration work as I have done public management at school, which includes following subjects: Computer practice, Intro accounting, public administration, public finance, communication, and municipal administration. I have experience in Administration, Retail industry where I worked as a cashier, also have experience in cleaning. I have ability to learn fast, self-motivated and cooperative.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Umtata / Mthatha Eastern Cape

Contacts and general information about me

Day of birth	1996-10-23 (28 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 2020.01 iki 2020.06
Company name	City of Cape town
You were working at:	Administrators
Occupation	Administrative Clerk
What you did at this job position?	Help walking in clients with queries, Making payment arrangements when behind with arrears on their municipal bill, apply for indigent support and help them to pay for their municipal account.

Working period **nuo 2016.10 iki 2018.08**
 Company name Fashion World
 You were working at: Cashiers
 Occupation Cashier
 What you did at this job position? Helping customers with payment and I was responsible for the shoe department.

Education

Educational period **nuo 2010.01 iki 2014.12**
 Degree Grade 12 / Matric
 Educational institution Kwamfundo senior secondary School
 Educational qualification Matric
 I could work Immediately

Educational period **nuo 2017.07 iki 2018.12**
 Degree Certificate
 Educational institution False bay college
 Educational qualification Public management N4 and N5
 I could work Immediately

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	fluent	fluent	fluent

Computer knowledge

Ms Excel, Ms Word, Access, Mail Merge and Outlook.

Recommendations

Contact person Bertram Arends
 Occupation Supervisor
 Company City of Cape town
 Telephone number 0845691718
 Email address BETRAMARENDS@CITYOFCAPETOWN.GOV.ZA

Contact person Abdul Jaleel Toffey
 Occupation Store manager
 Company Fashion world
 Telephone number 0843469387
 Email address abduljaleel@gmail.com

Additional information

Your hobbies	Sports
Driver licenses	None
Salary you wish	R6000 R per month
How much do you earn now	R6000 R per month