



Zandile Zondi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin position

Reception position

Packed

I'm a hard working; well driven individual who takes pride in delivering the desired goal. I'm one person who is very reliable. My previous experience makes me the best suitable candidate this job.

Please review and consider me to come and join your company.

Preferred occupation Receptionist
Administrative jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1996-06-12 (28 years old)

Gender Female

Residential location Durban City
KwaZulu-Natal

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2021.11 iki 2022.01**

Company name Relay Jeans

You were working at: Shop assistants

Occupation Fashion consultant

What you did at this job position? Merchandising; assisting customers; cashier;replenishing

| | |
|------------------------------------|---|
| Working period | nuo 2021.07 iki 2021.09 |
| Company name | Durban University of Technology |
| You were working at: | Administrators |
| Occupation | Admin clerk |
| What you did at this job position? | Receiving and transferring calls; receive and send email; take students enquires; organise meetings and take minutes; capturing marks for students. |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2016.01 iki 2016.01 |
| Degree | Grade 12 / Matric |
| Educational institution | Kuhlekonke High school |
| Educational qualification | Matric |
| I could work | Yes |

| | |
|---------------------------|---|
| Educational period | nuo 2018.01 iki 2022.01 |
| Degree | Diploma |
| Educational institution | Durban University of Technology |
| Educational qualification | Diploma in business and information management |
| I could work | Yes as admin assistant ; project manager and office administrator |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | good | | good |
| isiZulu | very good | very good | very good |

Recommendations

| | |
|------------------|----------------------------|
| Contact person | Jabulile Dlamini |
| Occupation | Accountant |
| Company | Lubrizol |
| Telephone number | 0839563980 |
| Email address | Dlaminijabulile7@gmail.com |

Additional information

| | |
|--------------------------|---|
| Your hobbies | I enjoy reading and writing Going out with friends |
| Driver licenses | None |
| Salary you wish | 5000 R per month |
| How much do you earn now | 3400 R per month |