



# 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.*  
[Sign in](#)

## 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	<b>nuo 2021.07 iki 2021.09</b>
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	<b>nuo 2016.01 iki 2016.01</b>
Degree	Grade 12 / Matric
Educational institution	Kuhlekonke High school
Educational qualification	Matric
I could work	Yes

Educational period	<b>nuo 2018.01 iki 2022.01</b>
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