



# Zinhle Fortunate Thela

Curriculum Vitae (CV)

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

ADMINISTRATION CLERK

AM A HARD WORKING PERSON I HAVE THE SKILLS YOU NEED.

BECAUSE MY PROVEN ABILITY TO MAINTAIN STRONG INTERPERSONAL RELATIONSHIPS WITH SEVERAL CLIENTS.

I AM PASSIONATE ABOUT PROVIDING CARE TO THOSE IN NEED WHICH KEEPS ME MOTIVATED AND EXCITED ABOUT MY BEST WORK.

AM ENERGETIC AND FAST DECISION-MAKING IN THE WORK PLACE.

AM ABLE TO HANDLE EVERY SITUATION I FACED IN THE WORKPLACE.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Piet Retief Mpumalanga

## Contacts and general information about me

Day of birth	1998-03-31 (26 years old)
Gender	Female
Residential location	Piet Retief Mpumalanga
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>

## Education

Educational period	<b>nuo 2017.01 iki 2019.11</b>
Degree	Certificate
Educational institution	MNAMBITHI TVET COLLEGE
Educational qualification	OFFICE ADMINISTRATION
I could work	Yes

### Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

### Computer knowledge

MICROSOFT WORD  
MICROSOFT ACCESS  
MICROSOFT EXCEL  
MICROSOFT POWERPOINT

### Conferences, seminars

N/A

### Additional information

Your hobbies	READING MAGAZINE NETBALL
Salary you wish	R3500.00 R per month
How much do you earn now	R920.00 R per month