



# Ntombizethu Zwane

Curriculum Vitae (CV)

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

Hi,my name is ntombizethu Zwane,Do have the requirments documents which is computer literate.I have an working expirience in desk Co-Ordinator which is more to admin and PA.I am the required candidate for these position,my reson for saying that I've worked under pressure before which is not going to be a problem.

Thanks for your time reading thi message.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Durban City<br>KwaZulu-Natal          |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1988-01-16 (36 years old)   |
| Gender               | Female  |
| Residential location | Durban City<br>KwaZulu-Natal  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |                                      |
|------------------------------------|--------------------------------------|
| Working period                     | <b>nuo 2016.02 iki 2019.08</b>       |
| Company name                       | Afriboom                             |
| You were working at:               | Housekeeper                          |
| Occupation                         | Desk Co-Ordinator                    |
| What you did at this job position? | managing the housekeeping department |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2013.01 iki 2013.01</b> |
| Degree                    | Certificate                    |
| Educational institution   | H-Tech computer college        |
| Educational qualification | computer literate              |
| I could work              | yes                            |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | fluent              | fluent        |

### Computer knowledge

windows,microsoft office,excell and more as metion in the CV.

### Conferences, seminars

N/A

### Recommendations

|                  |                                     |
|------------------|-------------------------------------|
| Contact person   | 078 592 1046                        |
| Occupation       | exexecutive housekeeping assistance |
| Company          | Southern Sun Hotel                  |
| Telephone number | N/A                                 |

### Additional information

|                     |                                     |
|---------------------|-------------------------------------|
| Your hobbies        | playing soccer,reading.             |
| Driver licenses     | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2014-02-00 (10 years)               |
| Salary you wish     | 3500 R per month                    |