



# Austin Zungu

Curriculum Vitae (CV)

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

I am an experienced futuristic and self-motivated Executive Virtual Administrator currently, with in-depth experience in office administrative support. I am currently based in Richards Bay, KZN.

I specialise in providing outsourced office based and remote administrative support to senior business managers, professionals and SMEs based here in South Africa and abroad.

I am looking seeking for an office based or remote administrative position. It could be a data capturing or typist role...its alright.

I bringing forth valuable industry experience, solid reputation for success and passion for the roles mentioned above. I am results oriented with proven track record of working collaboratively with the team members and alone to achieve desired goals.

I have signed up over 18 projects, 5 of which are international business administration and data entry projects which I remotely executed successfully.

Proficient in Microsoft Office Suite.

I am an avid sport fanatic. I also enjoy reading entrepreneurship magazine.

Preferred occupation

**Administrators**  
Administrative jobs

**Office manager**  
Other jobs

**Data capturers**  
Administrative jobs

**Personal assistant**  
Administrative jobs

**Filing clerk**  
Administrative jobs

**Customer care agent**  
Administrative jobs

Preferred work location Richards Bay  
KwaZulu-Natal

### Contacts and general information about me

Day of birth 1983-08-17 (41 years old)  
Gender Male  
Residential location Richards Bay  
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 2019.10 iki dabar**  
Company name Manzini Horizons  
You were working at: Administrators  
Occupation Executive Virtual Administrator  
What you did at this job position? Remote Administrative Support and Data Entry / Capturing.

Working period **nuo 2017.08 iki 2018.09**  
Company name Ngcobo Business Group  
You were working at: Retail manager  
Occupation Virtual Office Assistant  
What you did at this job position? Marketing, Sales and Distribution Administrator

Working period **nuo 2012.02 iki 2016.11**  
Company name Manzini Horizons  
You were working at: Project manager  
Occupation Contractor  
What you did at this job position? Managing Construction Projects

Working period **nuo 2007.04 iki 2009.11**  
Company name Institute for Zero Waste in Africa  
You were working at: Training  
Occupation Environmental Facilitator  
What you did at this job position? Training and Facilitating Environmental Awareness

Working period **nuo 2005.04 iki 2006.05**  
 Company name ICC-Durban  
 You were working at: Administrators  
 Occupation Technical Administrator  
 What you did at this job position? Prepare Spreadsheet of Data Entry, Quotations, Invoices

Working period **nuo 2003.08 iki 2005.02**  
 Company name Center for Education and Enterprise Development  
 You were working at: Training  
 Occupation Information Officer  
 What you did at this job position? Facilitating Computer Classes and Managing the Information Resource Center

### Education

Educational period **nuo 2007.03 iki 2007.05**  
 Degree Certificate  
 Educational institution Dionysus Skills Developments Initiative (Pty) Ltd.  
 Educational qualification Certificate in New Venture Creation - NQF Level 4

Educational period **nuo 2003.08 iki 2003.08**  
 Degree Certificate  
 Educational institution Empangeni Commercial College  
 Educational qualification Customer Service Training

Educational period **nuo 2003.05 iki 2003.07**  
 Degree Certificate  
 Educational institution Empangeni Commercial College  
 Educational qualification Point of Sale (POS)

Educational period **nuo 2001.01 iki 2001.12**  
 Degree Grade 12 / Matric  
 Educational institution Mbusowabathethwa High School  
 Educational qualification Matric

### Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
isiXhosa	basic	good	basic

### Computer knowledge

Microsoft Office Suite

### Conferences, seminars

- 1). Customer Services Training, 05 Days, Empangeni Commercial College - 1st Week of August 2003.
- 2). Entrepreneurship 1000, 03 Days, ABSA - Durban.
- 3). Supply Chain Programme, June 2021 November 2021, UKZN (Certificates Still Outstanding)

### Additional information

Driver licenses	None
Salary you wish	R15,999.99 R per month
How much do you earn now	R9,500.00 R per month