



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 (40 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