



# Bongekile Zulu

Curriculum Vitae (CV)

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

I'm looking for an office administration job, I will bring more cream in your organisation since well you know we the face of organisation. I have a diploma in management assistant and I have 3 years experience in office work.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Kriel<br>Mpumalanga                   |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1996-11-22 (28 years old)   |
| Gender               | Female  |
| Residential location | Witbank<br>Mpumalanga   |
| 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 2019.01 iki 2020.06</b>                |
| Company name                       | Department of health                          |
| You were working at:               | Receptionist                                  |
| Occupation                         | Admin clerk                                   |
| What you did at this job position? | I've brought a cream to the organisation      |
| Working period                     | <b>nuo 2020.07 iki 2021.08</b>                |
| Company name                       | PineRidge combined school                     |
| You were working at:               | Receptionist                                  |
| Occupation                         | Admin clerk                                   |
| What you did at this job position? | I gave good face of the school to the clients |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2016.01 iki 2019.11</b> |
| Degree                    | Diploma                        |
| Educational institution   | Nkangala tvet college          |
| Educational qualification | Management assistant           |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| SiSwati  | fluent         | fluent              | fluent        |
| English  | fluent         | fluent              | fluent        |
| Xitsonga | fluent         | fluent              | basic         |

### Recommendations

|                  |                           |
|------------------|---------------------------|
| Contact person   | Mem Phakathi              |
| Occupation       | Principal                 |
| Company          | PineRidge combined school |
| Telephone number | 013 654 8760              |

### Additional information

|                          |                           |
|--------------------------|---------------------------|
| Driver licenses          | B Light Vehicle ≤ 3,500kg |
| Driver license from      | 2022-05-00 (2 years)      |
| Salary you wish          | 9000 R per month          |
| How much do you earn now | 7000 R per month          |