



Phindile Hlongwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am looking for a job that deals with administrative mostly. I wish to explore the corridors of employment in your organisation and be able to contribute my cognitive knowledge, attitude and skills effectively and efficiently in order to add tangible value, and assisting the organisation to attain its objectives and well for me to attain personal growth and advance my competencies

Preferred occupation	Receptionist Administrative jobs
	Switchboard operator Administrative jobs
	Secretaries Administrative jobs
Preferred work location	South Coast (Ugu) KwaZulu-Natal

Contacts and general information about me

Day of birth	1997-01-13 (27 years old)
Gender	Female
Residential location	South Coast (Ugu) KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Education

Educational period	nuo 2018.01 iki 2020.11
Degree	Certificate
Educational institution	ESAYIDI TVET COLLEGE
Educational qualification	Office Administration
I could work	At any given time

Educational period	nuo 2021.01 iki 2022.07
Degree	Diploma
Educational institution	ESAYIDI TVET COLLEGE
Educational qualification	N-Diploma in Public Management
I could work	At any given time

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

Computer literacy (MS word, MS Excel, MS Access, PowerPoint, Internet and E-mail)

Recommendations

Contact person	Mr S Mbili
Occupation	IZINGOLWENI
Company	Department of Higher Education
Telephone number	0842756337

Additional information

Your hobbies	Reading and computer games
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2021-12-00 (2 years)
Salary you wish	R3000+ R per month