



Syanda Shange

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative position ,secretary

I am a hardworking person , honestly,decision making etc

Preferred occupation	Receptionist Administrative jobs
	Secretaries Administrative jobs
Preferred work location	Durban City KwaZulu-Natal
	Amanzimtoti KwaZulu-Natal

Contacts and general information about me

Day of birth	1989-09-22 (35 years old)
Gender	Male
Residential location	Durban City 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

Work experience

Working period	nuo 2014.01 iki 2014.12
Company name	Siyathokoza primary school
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	Capturing information, dealing with SA SAMS ,Printing of learners progress reports,answering calls,

Working period **nuo 2016.02 iki 2021.12**
 Company name Ngwenya Msomi Primary School
 You were working at: Secretaries
 Occupation Admin clerk
 What you did at this job position? Dealing with SA SAMS ,Capturing learners information and educators information into the system

Education

Educational period **nuo 2011.01 iki 2013.12**
 Degree Certificate
 Educational institution Coastal KZN TVET College
 Educational qualification Office administration NQF Level 4
 I could work Schools office and Companies

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good
English	good	good	basic

Computer knowledge

Professional computer literate

Conferences, seminars

ORTSA TOYOTA TRAINING AND INTERNSHIP

Recommendations

Contact person 0724834975
 Occupation Educator
 Company Ngwenya Msomi Primary
 Telephone number N/A
 Email address vusumuzidcele63@gmail.com

Additional information

Your hobbies Loves reading books
 Watching educational programs
 Driver licenses None
 Salary you wish 8000 R per month
 How much do you earn now 0 R per month