



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