



# Patricia Zethu Mkhize

Curriculum Vitae (CV)

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

Any job that I will meet the requirements on since I do have an advanced diploma in computer literacy, good computing skills, communication skills, an more.

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

## Contacts and general information about me

Day of birth	1996-06-01 (28 years old)
Gender	Female
Residential location	Pinetown KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2020.02 iki 2021.02</b>
Company name	Capitec bank
You were working at:	Banking
Occupation	Atm assistant
What you did at this job position?	Atm manager
Working period	<b>nuo 2022.06 iki 2022.11</b>
Company name	Maxlaw credit legal
You were working at:	Call Centre agent
Occupation	Agent
What you did at this job position?	Sale's agent

## Education

Educational period                      **nuo 2006.01 iki 2013.12**  
 Degree                                      Grade 12 / Matric  
 Educational institution                  Kwagiba high school  
 Educational qualification                Grade 12  
 I could work                                Yes I can work anywhere

Educational period                      **nuo 2014.01 iki 2015.12**  
 Degree                                      Diploma  
 Educational institution                  Avuxeni academy  
 Educational qualification                Diploma in computer literacy  
 I could work                                Yes I can

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiZulu	very good	very good	very good

**Computer knowledge**

Spreadsheet application to create adit spreadsheet, Microsoft Office, Microsoft excel, demonstrates and understanding of prenciples of internet and world, wide - wab, desk top publishing, operate pc systems, create merged documents, send and receive emails, prepare and produce presentations, work with simple data basis, desktop pablishing, bookkeeping purposes.

**Recommendations**

Contact person                            Sizwe Ngubane  
 Occupation                                Supervisor  
 Company                                    Capitec  
 Telephone number                        0695431307  
 Email address

**Additional information**

Your hobbies                                Reading, personal adviser, motivator  
 Driver licenses                              C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from                        2015-02-00 (9 years)  
 Salary you wish                            5000 R per month  
 How much do you earn now              3000 R per month