



# Zimkhitha Mafunda

Curriculum Vitae (CV)

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

I am looking for any available job

My positive points are: I am ready to learn and try new things, with the knowledge i have i am able to share and fit in in group team. With every opportunity i am given i make sure i do my best

Preferred occupation

**Administrators**

Administrative jobs

**Waiters, waitresses**

Restaurant, bar service jobs

**Personal assistant**

Administrative jobs

**Receptionist**

Administrative jobs

**Filing clerk**

Administrative jobs

**Data capturers**

Administrative jobs

Preferred work location

**Cape Town**

Western Cape

**South Coast (Ugu)**

KwaZulu-Natal

**East London**

Eastern Cape

## Contacts and general information about me

Day of birth

1996-09-21 (28 years old)

Gender

Male

Residential location

**Cape Town**

Western Cape

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

## Work experience

Working period **nuo 2020.02 iki 2022.01**  
 Company name Lilitha college of nursing  
 You were working at: Personal assistant  
 Occupation Administration  
 What you did at this job position? Taking of minutes, writing of agenda,answering of telephone,welcoming the visitors,

Working period **nuo 2022.04 iki 2022.06**  
 Company name Statistic SA  
 You were working at: Part time jobs  
 Occupation Fieldworker  
 What you did at this job position? Conducting a door to door survey of census count and asking so questions

Working period **nuo 2022.09 iki 2022.11**  
 Company name Kinghintsa tvet college  
 You were working at: Administrators  
 Occupation Supply chain Management  
 What you did at this job position? Sourcing for quotations from clients

Working period **nuo 2022.12 iki 2022.12**  
 Company name Sinda Africa  
 You were working at: Filing clerk  
 Occupation Filing  
 What you did at this job position? Filing of files and sorting of documents

**Education**

Educational period **nuo 2015.01 iki 2018.06**  
 Degree Certificate  
 Educational institution Kinghintsa tvet college  
 Educational qualification Management Assistance N6  
 I could work As Admin assistant

Educational period **nuo 2015.01 iki 2015.12**  
 Degree Grade 12 / Matric  
 Educational institution Clarkebury high school  
 Educational qualification Matric  
 I could work Anything

**Languages**

Language	Speaking level	Understanding level	Writing level
----------	----------------	---------------------	---------------

isiXhosa

fluent

very good

very good

### Computer knowledge

Excel

Word

PowerPoint

Outlook

Typing

Email

### Recommendations

Contact person

Patiswa

Occupation

HR clerk

Company

Lilitha college of nursing

Telephone number

0739752184

Email address

Patiswa.hosolo@ehealth.gov.za

Contact person

Zandile

Occupation

Fieldworker supervisor

Company

Statistics

Telephone number

0713484021

Contact person

Nonyameko

Occupation

Supply chain clerk

Company

Kinghintsa tvet college

Telephone number

0710229583

### Additional information

Driver licenses

B Light Vehicle  $\leq$  3,500kg

Driver license from

2020-11-00 (4 years)

Salary you wish

R4000 R per month