



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