



Neliswa Valentia Mkhwanazi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im looking for administration job. I am a highly motivated individual who is devoted to all work related activities. I believe that with all skills i have acquired will make me competent to perform at a relatively high level. I possess a good communication, planning and organisational skills with strong ability to grow as individual. I also able to transfer skills and improve the quality and standards of my performance. I take instructions and criticism very well as they are on my opinion a room for growth

Preferred occupation	Administrators Administrative jobs
Preferred work location	Mpangeni KwaZulu-Natal

Contacts and general information about me

Day of birth	1996-08-06 (28 years old)
Gender	Female
Residential location	Nkandla 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 2021.11 iki 2022.08
Company name	Sishishili primary
You were working at:	Aftercare assistant
Occupation	General Assistant
What you did at this job position?	Taking care of kids....also help with administration duties

Education

Educational period	nuo 2019.06 iki 2021.06
Degree	Certificate
Educational institution	UMfolozi college
Educational qualification	Public Management
I could work	In any public institution

Languages

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

Computer knowledge

Microsoft Word
 Exel
 Publisher
 PowerPoint

I can do everything that is based in these

Recommendations

Contact person	Mr B.H Hadebe
Occupation	Principal
Company	Amatshensikazi primary
Telephone number	076 664 4726
Contact person	Mrs F.G Khuzwayo
Occupation	Principal
Company	Sishishili Primary
Telephone number	076 793 6191

Additional information

Your hobbies	Reading books
Driver licenses	None
Salary you wish	R2000+ R per month
How much do you earn now	R500- R per month