



Nkateko Zwane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Government jobs

- . Internships
- . Permanent jobs
- . Contract post
- . Leaderships

Private companies

- . Internships
- . Permanent jobs
- . Contract post
- . Learnership

Preferred occupation

Administrators
Administrative jobs

Government jobs
Government jobs

HR intern
Management, human resources jobs

Receptionist
Administrative jobs

Data capturers
Administrative jobs

Filing clerk
Administrative jobs

Preferred work location

Bushbuckridge
Mpumalanga

Nkowankowa
Limpopo

Contacts and general information about me

Day of birth	1993-12-14 (31 years old)
Gender	Female
Residential location	Mbombela / Nelspruit

Mpumalanga

Telephone number

Information is available only for registered users.
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Email address

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Work experience

Working period	nuo 2019.05 iki 2021.09
Company name	Peter Zwane Attorneys
You were working at:	Lawyers
Occupation	Admin clerk
What you did at this job position?	Typing of letters and notices, filling , retrieving of files,office work.
Working period	nuo 2022.09 iki 2023.02
Company name	Dan Clinic
You were working at:	Government jobs
Occupation	Data captures
What you did at this job position?	Capturing information on the Tier.Net system. Filling
Working period	nuo 2018.06 iki 2019.04
Company name	Corporate skills development services
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	Making copies, filling, office work, retrieving of files, sending and receiving emails, preparing boardroom for meetings and making travel bookings.

Education

Educational period	nuo 2014.01 iki 2017.09
Degree	Diploma
Educational institution	Tshwane University of Technology
Educational qualification	National Diploma in public management
I could work	In private and public sectors.
Educational period	nuo 2020.01 iki 2021.02
Degree	Degree
Educational institution	Tshwane University of Technology
Educational qualification	Advanced diploma in public affairs
I could work	In public and private sectors

Languages

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

Computer knowledge

- . Microsoft office
- . Power point
- . Outlook
- . Excel

Conferences, seminars

None

Recommendations

Contact person	Thulani Madalane
Occupation	Banker
Company	FNB
Telephone number	0723753058
Email address	thulanimilani@gmail.com
Contact person	Zanele Zwane
Occupation	Cleaner
Company	Department of health (Letaba Clinic)
Telephone number	0792450076
Email address	ximixonizanele@gmail.com

Additional information

Your hobbies	. Reading . Singing . Going to church . Playing netbal
Driver licenses	None
Salary you wish	R5000-15000 R per month
How much do you earn now	None R per month