

Zinhle Portia Shungube

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin jobs because I love being an office lady as I love working with computer and different kinds of people.i just love being around computers and doing my job hired me to do without any hesitation. I am trustworthy and honest

Preferred occupation Administrators

Administrative jobs

Generals
General jobs

Preferred work location Malelane

Mpumalanga

Contacts and general information about me

Day of birth 1996-06-26 (28 years old)

Gender Female

Residential location Mbombela / Nelspruit

Mpumalanga

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 2021.03 iki 2023.06**

Company name Steve's multi deals

You were working at: Administrators

Occupation Office admin, typist and manager

What you did at this job position? Managing an office and doing all the work alone

Education

basic

Educational period nuo 2010.01 iki 2014.11

Degree Grade 12 / Matric

Educational institution Westcol

Educational qualification N4 management assistant and N4 Sports Generic coaching

I could work Anywere I am seeing fit to be hired I don't have a special

career, I believe I can do anything I set my mind to do.

Languages			
Language	Speaking level	Understanding level	Writing level
SiSwati	fluent	fluent	fluent
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

Afrikaans basic basic very good

good good Setswana good very good good

Computer knowledge

Basic computer literacy

Typing

isiXhosa

Online application

Excell, power point, word and publisher

Email and faxing

Conferences, seminars

Sports conferences

Recommendations

Contact person MR Mahlobo

Occupation Transpoter

Company 0768251099 Telephone number

Email address mbongisenimahlobo@gmail.com

Mahlobo services

MS Anita Contact person Occupation Mentor

Company Baberton plaas

0799705518 Telephone number

Email address zeentleportia96@gmail.com

Additional information

Your hobbies SPORTS

Praying Netball Soccer Singing Dancing Valley ball

Playing with computer

Driver licenses None

Salary you wish R10.000 R per month

How much do you earn now R3900 R per month