



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	<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 2021.03 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

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
isiXhosa	good	good	basic
Setswana	good	very good	good

Computer knowledge

Basic computer literacy

Typing

Online application

Excell, power point, word and publisher

Email and faxing

Conferences, seminars

Sports conferences

Recommendations

Contact person MR Mahlobo

Occupation Transpoter

Company Mahlobo services

Telephone number 0768251099

Email address mbongisenimahlobo@gmail.com

Contact person MS Anita

Occupation Mentor

Company Baberton plaas

Telephone number 0799705518

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