



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