



# Portia Zondo

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Former Front desk Receptionist at fermel pty Ltd

Former teacher assistant and administrator assistant at Tiisetsong Secondary school

Looking for any available jobs

General workers

Junior assistant

Receptionist

Female drivers

Preferred occupation

Government jobs

Government jobs

Receptionist

Administrative jobs

Supervisor

Construction jobs

Car drivers

Driver jobs

Preferred work location

Gauteng

## Contacts and general information about me

Day of birth

1996-09-16 (28 years old)

Gender

Female

Residential location

East Rand

Gauteng

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

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## Work experience

Working period **nuo 2019.02 iki 2020.08**  
 Company name Fermel pty ltd  
 You were working at: Receptionist  
 What you did at this job position? Answering calls and directing them to the relevant people..welcoming all clients. Assisting with making copies and prints outs ,scanning documents

Working period **nuo 2021.07 iki 2022.08**  
 Company name Tiisetsong Secondary school  
 You were working at: Teachers  
 What you did at this job position? Admin assistance,making time sheets for PYEI group,making copies .issuing reports, assist with making and class registration,issuing text books

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiZulu  | very good      | very good           | very good     |

**Additional information**

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2021-00-00 (4 years)  
 Salary you wish 9000-10000 R per month  
 How much do you earn now 000 R per month