



Lungelo Mpanza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a young lady who have a potential of working. I dedicate myself in everything I do , I'm also a very hard working young lady. I am dedicated in administration clerk, professional with experience and history of meeting company goals and organized practices. skilled in working under pressure and adapting to new situations and challenges. willing to learn new things and work within a group or work as a team.

Preferred occupation

Receptionist
Administrative jobs

Receptionists
Hotel jobs

Engineers
Engineering jobs

Preferred work location

Witrivier
Mpumalanga

Hazyview
Mpumalanga

Malelane
Mpumalanga

Contacts and general information about me

Day of birth	1995-11-20 (29 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 2019.11 iki 2021.08
Company name	Muthwa Geo-Environmental Consultants.
You were working at:	Drill operator
Occupation	Admin Clerk
What you did at this job position?	Performed filling ,billing and routing messages to appropriate people, compile tenders, files, slips, invoices and reports. establish administrative work procedures to track staffs daily tasks.

Education

Educational period	nuo 2017.01 iki 2020.12
Degree	Certificate
Educational institution	Umfolozi TVET College
Educational qualification	Engineering and Related Design, Computer Training
I could work	i could work in offices, doning administration work and in work workshops.

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good
English	very good	very good	very good
SiSwati	very good	very good	very good

Computer knowledge

Typing skill, Microsoft Office, Microsoft Excel, Presentation and emailing.

Recommendations

Contact person	Randy Thwala
Occupation	Employer
Company	Muthwa geo environmental
Telephone number	0795963740

Additional information

Your hobbies	reading, sewing and crochet.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-11-00 (2 years)
Salary you wish	6000 R per month