



Zingisa Mzotelwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am self driven person who is willing to contribute a positive work in a working environment , who likes to meet new people and willing to learn.

| | |
|-------------------------|-------------------------------------|
| Preferred occupation | Receptionist Administrative jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1988-10-10 (35 years old) |
| Gender | Female |
| Residential location | Gauteng |
| 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 2020.09 iki 2020.11 |
| Company name | Education |
| You were working at: | Government jobs |
| Occupation | School Study Team |
| What you did at this job position? | Screening of learners,staff and visitors. Ensure all facilities are clean n tidy |

Education

| | |
|---------------------------|---------------------------|
| Educational period | nuo 2017 iki dabar |
| Degree | Grade 12 / Matric |
| Educational institution | Ingwe TVET college |
| Educational qualification | Office administration L4 |
| I could work | Office work |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
|----------|----------------|---------------------|---------------|

isiXhosa

very good

very good

very good

Computer knowledge

Microsoft word

Excel

Power point

Mail merge

Recommendations

Contact person

Mr Cengimbo

Occupation

Lecturer

Company

Ingwe TVET college

Telephone number

0728383102

Additional information

Your hobbies

To keep on searching about better things that can help me

Driver licenses

None

Salary you wish

R6000 R per month