



# 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 (36 years old)
Gender	Female
Residential location	Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2020.09 iki 2020.11</b>
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	<b>nuo 2017 iki dabar</b>
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
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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