



Siyasanga Mazwi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job that has something to do with my qualification which is Diploma in Office management and Technology. A job that is going to grow my skills and m3

My positive points are as follows:

Communication

Excellent computer skills

Good in working as a team

Interpersonal skills

Reliable and always on time

Preferred occupation

Secretaries

Administrative jobs

Bookkeeper

Administrative jobs

Receptionist

Administrative jobs

Personal assistant

Administrative jobs

Filing clerk

Administrative jobs

Front Desk Agent

Administrative jobs

Data capturers

Administrative jobs

Preferred work location

Durban City

KwaZulu-Natal

Contacts and general information about me

Gender

Female

Residential location

Mount Ayliff

Eastern Cape

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Working period **nuo 2023.03 iki 2023.09**
 Company name Mbizweni PS
 You were working at: Bookkeeper
 Occupation Educatinal Assistant
 What you did at this job position? Dealt with all the schools administations

Education

Educational period **nuo 2019.01 iki 2021.12**
 Degree Diploma
 Educational institution Mangosuthu University of Technology
 Educational qualification Diploma in Office Management and Technology
 I could work I could work

Educational period **nuo 2015.01 iki 2017.11**
 Degree Grade 12 / Matric
 Educational institution Jojo senior secondary school
 Educational qualification Grade 12

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	fluent	fluent	fluent
isiZulu	good	good	good

Computer knowledge

Micro soft word
 Excell
 Power point
 Publisher

Additional information

Your hobbies Sport
 Reading
 Singing
 Driver licenses None