



Zamanzuza Goodness Sokhela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

The Job that I am looking for is the job that I will be able to practice my Qualification and further my studies and with the experience that I have I would like to add more to it.

Administration

Data capture

Administration Assistant

Preferred occupation

Government jobs
Government jobs

Administrators
Administrative jobs

Preferred work location

Midlands
KwaZulu-Natal

Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1997-01-16 (27 years old)

Gender Female

Residential location Pietermaritzburg
KwaZulu-Natal

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 2020.12 iki 2022.08**
 Company name Department of education
 You were working at: Generals
 Occupation General School Assistant
 What you did at this job position? Check learner's temperature and sanitize. Assists learner's with homeworks, group works and Projects. Monitoring learner's attendance and behaviour. Assists teachers with various tasks. Assisting teachers with various Administration tasks. Arranging bookshelves. Assisting with drawing up budgets for the Library. Ensure that stock of stationery is always available

Working period **nuo 2021.04 iki 2021.09**
 Company name Department of Public Works EPWP
 You were working at: Team leader
 Occupation Team leader
 What you did at this job position? Receiving beneficiaries Timesheets. Register beneficiaries on SARS U-filling system and printing out Tax Numbers and File per beneficiary. Prepare files with all the data that will be received from the line supervisor in accordance with the EPWP file checklist. Ensure accuracy in all data captured into the system. Ensure recovery of over payments if there is any. Verify correctness of documentation received from various Sites. Assists in Audit preparation

Working period **nuo 2018.10 iki 2020.04**
 Company name Department of Health (Grey's Hospital)
 You were working at: Receptionist
 Occupation In-service training
 What you did at this job position? Typing of Letters, memorandums, submissions and reports. Operate fax and photocopy machines. Render registry services and office administration. Keep the register for incoming and outgoing correspondence. Assists in calculating and recording claims. Provide receptionist support services to the System's Manager. Ensure that log sheet is controlled and completed for all officials trips. Receive request from end users. Receive all traffic fines and advise drivers to pay and provide proof of payment. Prepare duty roaster for weekly basic. Record all the tripsheet received. Ensure all vehicles are road worthy and serviced on time

Working period **nuo 2017.01 iki 2019.12**
 Company name Amanzi Okuphila Funeral Services
 You were working at: Receptionist
 Occupation Administration clerk
 What you did at this job position? Attend to customers and visitors and deal with enquiries. Ensure that the switchboard is manned at all the time. Responsibility of utilizing the photocopier machine. Handle petty cash. Compile Payments to beneficiary. Safe custodian of records. Attend to all the duties that may be required from

Education

Educational period	nuo 2016.01 iki 2020.12
Degree	Diploma
Educational institution	Elangeni TVET College
Educational qualification	National Diploma Management Assistant
I could work	Public and private sectors

Languages

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

Computer knowledge

Microsoft Word
 Microsoft Excel
 Microsoft Outlook
 PowerPoint
 Internet

Recommendations

Contact person	Mr. ML Dladla
Occupation	School Principal
Company	Khethindlelenhle Primary school
Telephone number	0333231009/0784301226
Contact person	Mr. S Msomi
Occupation	Acting Deputy Director EPWP
Company	Department of Public Works
Telephone number	0333551769/0609618211
Contact person	Mrs. ND Ntshangase
Occupation	Tech and Services HOD
Company	Nsikayethu Comprehensive High School
Telephone number	0790268684
Contact person	Mr. EL Madiba
Occupation	System's Manager
Company	Grey's Hospital
Telephone number	0338973465

Contact person	Mr. L Prinsloo
Occupation	Transport Department
Company	Grey's Hospital
Telephone number	0338973316
Contact person	Mr. XE Zungu
Occupation	Director Amanzi Okuphila Funeral Services
Company	Amanzi Okuphila Funeral Services
Telephone number	0818992867/0749320904

Additional information

Your hobbies	Singing Reading Group discussions
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-03-00 (5 years)
Salary you wish	R11 000 R per month
How much do you earn now	00 R per month