



# Zukiswa Mxalisa

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Entry level mining work, administrative assistant.

Positive traits: hardworking, reliable and follow instructions

Preferred occupation

Miners  
Mining jobs

Switchboard operator  
Administrative jobs

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1996-06-27 (28 years old)   |
| Gender               | Female  |
| Residential location | West Rand<br>Gauteng  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2014.01 iki 2014.12</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | Mnceba SSS                     |
| Educational qualification | Matric                         |
| Educational period        | <b>nuo 2015.01 iki 2018.12</b> |
| Degree                    | Degree                         |
| Educational institution   | Walter Sisulu University       |
| Educational qualification | Bachelor of Arts               |

|                           |  |
|---------------------------|--|
| Educational period        | <b>nuo 2019.01 iki 2019.12</b>                           |
| Degree                    | Honours  |
| Educational institution   | Walter Sisulu University                                 |
| Educational qualification | Post Graduate Diploma in Library and Information Science |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | fluent              | fluent        |
| Setswana | basic          | basic               | basic         |

### Computer knowledge

Microsoft Office:

WORD

EXCEL

OUTLOOK

POWERPOINT

### Recommendations

|                |                       |
|----------------|-----------------------|
| Contact person | KELEBOGILE MASIKE     |
| Occupation     | Project Manager       |
| Company        | USAF                  |
| Email address  | Kelebogile@usaf.ac.za |

### Additional information

|                          |                   |
|--------------------------|-------------------|
| Driver licenses          | None              |
| Salary you wish          | 10000 R per month |
| How much do you earn now | 15000 R per month |