



# Zimbini Mtati

Curriculum Vitae (CV)

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

I am looking for Administration Assistant Job and I'm also good at filling and other office administration work

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	Cape Town Western Cape

## Contacts and general information about me

Day of birth	1994-02-16 (30 years old)
Gender	Female
Residential location	Southern Suburbs Western Cape
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2021.11 iki 2022.09</b>
Company name	Silverleaf Primary School
You were working at:	Filing clerk
Occupation	Administration Assistant
What you did at this job position?	Emails , copying, answering phone calls

## Education

Educational period	<b>nuo 2014.02 iki 2016.12</b>
Degree	Certificate
Educational institution	West Coast College
Educational qualification	Office administration
I could work	At the Office

## Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent

English	good	fluent	good
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### Computer knowledge

Microsoft Word

Excel

Publisher

### Recommendations

Contact person	Mrs Vumazonke
Occupation	Principal
Company	Silverleaf Primary School
Telephone number	0720649663

### Additional information

Your hobbies	Reading Running
Driver licenses	None
Salary you wish	4500 R per month
How much do you earn now	00 R per month