



Fundile Dlamini

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Admin Clerk and my positive points include: Communication skills

Adaptability

Computer literacy

Making calls

Scheduling meetings

Writing minutes

Preferred occupation Waiters, waitresses
Restaurant, bar service jobs

Receptionist
Administrative jobs

Preferred work location KwaZulu-Natal

Contacts and general information about me

Day of birth 2002-01-12 (22 years old)

Gender Female

Residential location Durban City
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 2022.01 iki 2023.01**

Company name Dr Seme Ka Isaka Seme Memorial Hospital

You were working at: Operations Clerk

Occupation Administration clerk

What you did at this job position? Staff Allocation, switchboard operator, writing minutes and editing them

Education

| | |
|---------------------------|---|
| Educational period | nuo 2020.02 iki 2023.12 |
| Degree | Diploma |
| Educational institution | Durban University Of Technology |
| Educational qualification | Diploma in public administration management |
| I could work | Receptionist, Admin Clerk, supervisor |

Languages

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

Additional information

| | |
|--------------------------|------------------|
| Salary you wish | 7000 R per month |
| How much do you earn now | 2500 R per month |