



Sizwe Shange

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for any administrative job as I have a certificate for business administration. I have also worked at administration so I have the experience. I also want to be a driver for companies as I have been exposed to driving at a young age. However, at this point in my life I'm looking for any job that I can do an learn from because I am a fast learner.

Preferred occupation

Car drivers

Driver jobs

Network administrators

IT, computing jobs

Computer operator

IT, computing jobs

Receptionists

Hotel jobs

Bartenders

Restaurant, bar service jobs

Administrators

Administrative jobs

Customer care agent

Administrative jobs

Operations Clerk

Administrative jobs

Filing clerk

Administrative jobs

Front Desk Agent

Administrative jobs

Receptionist

Administrative jobs

Data capturers

Administrative jobs

Learnership

Other jobs

Generals

General jobs

Government jobs
Government jobs

Manufacturing jobs
Manufacturing jobs

Preferred work location
Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1995-01-15 (29 years old)
 Gender Male
 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.*
[Sign in](#)

Work experience

Working period **nuo 2018.11 iki 2022.05**
 Company name Multichoice
 You were working at: Customer care agent
 Occupation Customer Care
 What you did at this job position? Assist customers with various issues

Working period **nuo 2017.01 iki 2018.09**
 Company name Volkswagen
 You were working at: Filing clerk
 Occupation Administration
 What you did at this job position? Filing, scanning, printing and emailing

Working period **nuo 2015.08 iki 2016.11**
 Company name The Unlimited
 You were working at: Telemarketers
 Occupation Telesales
 What you did at this job position? Call customers to introduce them to products and direct marketing

Working period **nuo 2014.04 iki 2015.06**
 Company name Premier Foods
 You were working at: Generals
 Occupation General worker
 What you did at this job position? Offload trucks

Education

Educational period **nuo 2013.01 iki 2013.12**
 Degree Grade 12 / Matric
 Educational institution Mariannridge Secondary School
 Educational qualification Matric
 I could work Yes

Educational period **nuo 2018.11 iki 2019.10**
 Degree Certificate
 Educational institution Advanced Assessment and Training
 Educational qualification Business Administrative Services
 I could work Administration

Educational period **nuo 2020.01 iki 2020.12**
 Degree Certificate
 Educational institution Signa Academy
 Educational qualification Wholesale and retail chain store operations
 I could work Retail and production

Educational period **nuo 2022.01 iki 2022.12**
 Degree Certificate
 Educational institution Pendula Academy
 Educational qualification End User Computing
 I could work Information Technology

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

Computer knowledge

I have excellent computer knowledge. I am familiar with the Windows operation system, Microsoft Office, Microsoft Teams, and Zoom meetings. I am also in the process of completing my diploma in IT for systems development so I am familiar with coding and programming with Java, Visual basics and Python.

Recommendations

Contact person	Mandisa Mnguni
Occupation	Recruitment Manager
Company	SpecCon holdings
Telephone number	0611709200
Email address	Mandisamngn@gmail.com

Additional information

Your hobbies	Chess
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-12-00 (2 years)
Salary you wish	8000 R per month