



# 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               Marianridge 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**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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 (1 years)
Salary you wish	8000 R per month