



Londeka Patricia Zondi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for administration work. I have 3 years experience in administration. I work hard, under pressure, easy to adapt.

Have knowledge in computer literacy and I like to learn and earn new experience. Good Communication skills, able to work with team, telephone atiquette, problem solving, planning and organizing, written Communication, use of technology. Thank you

Preferred occupation	Administrators Administrative jobs
Preferred work location	Midlands KwaZulu-Natal

Contacts and general information about me

Day of birth	1997-02-11 (27 years old)
Gender	Female
Residential location	Midlands KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2022.07 iki 2024.01
Company name	KZN Department of Education
You were working at:	Administrators
Occupation	In-service trainee (admin clerk assistant)
What you did at this job position?	Photocopying, typing, arrange meeting, filing of documents, screening ingoing and outgoing call/ emails, minutes taking and report writing...

Working period	nuo 2018.01 iki 2019.12
Company name	Efaye primary school
You were working at:	Administrators
Occupation	Admin clerk assistant
What you did at this job position?	Do admission and registration, arrange meetings, do copies, do filing, data capturing...

Education

Educational period	nuo 2023.09 iki 2023.11
Degree	Certificate
Educational institution	Supremacy college
Educational qualification	Computer literacy
Educational period	nuo 2020.01 iki 2024.01
Degree	Diploma
Educational institution	Thekwini city college
Educational qualification	National N Diploma in public magement
Educational period	nuo 2012.01 iki 2016.12
Degree	Grade 12 / Matric
Educational institution	Matatane Hight school
Educational qualification	Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

Computer knowledge

Microsoft Word
Excel
PowerPoint
Outlook and internet research

Recommendations

Contact person	Duduzile Ndlovu
Occupation	Admin clerk (mentor)
Company	KZN Department of Education
Telephone number	033 846 5595
Email address	Duduzile.Ndlovu@kzndoe.gov.za

Additional information

Your hobbies	Gym
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-12-00 (3 years)
Salary you wish	R7000 - R10 000 R per month
How much do you earn now	R5000 R per month