



Anele Mhlongo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any job related to my qualifications but the way I am hunting for a job I can take any available position. I am dedicated and I can work underpressure with perseverance. I aim to fulfill my skills and to share my experience with your organization. I have good communication skills and good customer service. I got matric, computer literacy and also public management. I reside in umlazi . I am willing to start immediately. For more information please contact me on 0634196929.

Preferred occupation	Cashiers Retail, store jobs Shop assistants Retail, store jobs Waiters, waitresses Restaurant, bar service jobs Sales consultant Sales jobs Receptionist Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Gender	Female
Residential location	Durban City 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 2021.01 iki 2023.09
Company name	Thandukwazi sp
You were working at:	Lab assistant
Occupation	Admin assistant
What you did at this job position?	All admin duties

Education

Educational period **nuo 2019.01 iki 2020.11**

Degree Diploma

Educational institution Esayidi tvet

Educational qualification Public management

I could work I could work at any organization because I have an ability to learn fast

Languages

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

Computer knowledge

I have huge knowledge in computer. I can count word

Mail merge

Excel

Power point

Data base

Data capture

Sending and receiving emails

SASAMS

printing

Etc

Conferences, seminars

SADTU Confere October 13 2023 for clerks jobs opportunities

Additional information

Salary you wish 4000 R per month

How much do you earn now 00 R per month