



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

## Contacts and general information about me

Gender	Female
Residential location	<b>Durban City</b> KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2021.01 iki 2023.09</b>
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**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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