



Thandolwethu Zulu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration

I've always excelled in an office work. I can type quickly, I enjoy working in a nice and organized office. An administrative assistant an ideal choice, at least at this stage of my professional career.

Preferred occupation

Front Desk Agent
Administrative jobs

Customer care agent
Administrative jobs

Call Centre agent
Administrative jobs

Preferred work location

Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth

2001-03-31 (23 years old)

Gender

Female

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.
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Work experience

Working period

nuo 2020.09 iki 2021.04

Company name

Mzuvele High School

You were working at:

Other jobs

Occupation

Assistance Teacher

What you did at this job position?

Interacting with students, Supervising projects, Tutoring students one-on-one or in groups

Working period	nuo 2022.07 iki 2024.06
Company name	Ignition Telecomics
You were working at:	Debtors clerk
Occupation	Collections Admin Clerk
What you did at this job position?	Maintain accurate records about the customer payment status, Stratify collection activities to maximize cash receipts,

Education

Educational period	nuo 2014.01 iki 2018.12
Degree	Grade 12 / Matric
Educational institution	Nqabakazulu Comprehensive High School
Educational qualification	Matric

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent
Sesotho	basic	very good	good

Computer knowledge

Typing: Efficiently writing or inputting text using a keyboard

Mouse Navigation: Excellent

Internet Usage: Browsing and researching online

Software Proficiency:

Microsoft Office

Spreadsheets

Recommendations

Contact person	Kiara Raghubeer
Occupation	Billing Administrator
Company	Comit Technologies (Pty) Ltd
Telephone number	0748734069

Additional information

Your hobbies	Reading and writing books, articles and publications Travelling and meeting new people Participating in fundraising events for charity Joining a professional, social or environmental group
Driver licenses	None
Salary you wish	6000 R per month

How much do you earn now

4500 R per month