



# Zanencebo Shange

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Accomplished professional with a Transport and Logistics NQF4 Certificate which is equivalent to Matric and a recognized Office Administration Certificate, offering a dynamic blend of logistical proficiency and administrative excellence. Proven track record in coordinating transportation activities and optimizing office operations. Skilled in supply chain management, document control, and fostering a productive work environment. Committed to contributing strategic insights and operational efficiency to enhance the success of organizations. Seeking opportunities to apply a unique skill set in a challenging role that demands a versatile combination of logistics and administrative capabilities.

Preferred occupation

Other jobs

Other jobs

## Contacts and general information about me

Day of birth

1994-07-19 (30 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.*  
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## Work experience

Working period

**nuo 2016.12 iki 2017.02**

Company name

Mhlathuze Water

You were working at:

Generals

Occupation

General Worker

What you did at this job position?

Duties: Assist with General Workers When needed, Making sure that the pump station is clean and ready to operate on the following day. Keeping facilities and common areas clean and maintained, assisting guests when necessary . Collecting and disposal of trash.

Working period **nuo 2023.03 iki 2023.09**  
 Company name Department of Education  
 You were working at: Teachers  
 Occupation Teacher Assistant  
 What you did at this job position? Duties: I worked as Education Assistant Teachers (E-Cadres) more specialized in Administration. Duties: Assist to handle Administrative daily Duties, Data Capturing and Managing Reception area.

Working period **nuo 2023.10 iki 2024.07**  
 Company name Mbulelwa Enterprise Cleaning Service  
 You were working at: Administrators  
 Occupation ADMINISTRATOR  
 What you did at this job position? Duties: Supervising administrative staff and dividing responsibilities to ensure performance. Keep stock of office supplies and place orders when necessary

**Education**

Educational period **nuo 2019.01 iki 2021.12**  
 Degree Certificate  
 Educational institution EThekwini Tvet College  
 Educational qualification Transport and Logistics NQF4

Educational period **nuo 2018.01 iki 2020.03**  
 Degree Certificate  
 Educational institution IQ Academy  
 Educational qualification Office Administration

**Languages**

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

**Computer knowledge**

Proficiency in Microsoft Office (Word, Excel , Outlook and PowerPoint).

**Recommendations**

Contact person M.V Shange  
 Occupation Pump Operator  
 Company Mhlathuze Water  
 Telephone number 0762201584

**Additional information**

Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	Unemployed R per month