



Khumbuzile Zama Immaculate Ngwenya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

You should hire me because I have the qualifications, experience, and attitude to contribute to your company. I am a quick learner, adaptable, and possess excellent communication and problem-solving skills. Furthermore, I am passionate about this field and eager to contribute to your team's success.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Other Mpumalanga Mpumalanga

Contacts and general information about me

Day of birth	1999-07-25 (25 years old)
Gender	Female
Residential location	Other Mpumalanga Mpumalanga
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 2022.12 iki 2023.11
Company name	Thubelihle primary school
You were working at:	Administrators
Occupation	office administrator
What you did at this job position?	Organizing and Scheduling, Coordinate office activities and operations to secure efficiency and compliance to company policies Supervise administrative staff and divide responsibilities to ensure performance Manage agendas/travel arrangements/appointments etc. for the upper management Manage phone calls and correspondence (e-mail, letters, packages etc.) Support budgeting and bookkeeping procedures Create and update records and databases with personnel, financial and other data Track stocks of office supplies and place orders when necessary Submit timely reports and prepare presentations/proposals as assigned Assist colleagues whenever necessary

Education

Educational period	nuo 2018.01 iki 2020.11
Degree	Certificate
Educational institution	Gert Sibande Tvet college
Educational qualification	office administratioN L2-L4

Languages

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

Computer knowledge

Microsoft Word
 Microsoft Excel
 Microsoft PowerPoint

Recommendations

Contact person	M.H MKHOLO
Occupation	PRINCIPAL
Company	THUBELIHLE PRIMARY SCHOOL
Telephone number	0799030229
Email address	mafikahaward25@gmail.com

Additional information

Your hobbies	Reading Novels
Driver licenses	None
Salary you wish	7000 R per month