



# Zodwa Zwane

Curriculum Vitae (CV)

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

I am a hard working person, hand-on, proactive, honest, dedicated, responsible, educable, friendly and self confident. I can also handle stressful circumstances.

I have excellent communication skill, excellent writing, listening and strong interpersonal. Able to handle general enquiries, provide terms of data collected and captured. Receiving incoming and outgoing mails, sort it and attend to it.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	KwaZulu-Natal

## Contacts and general information about me

Day of birth	1981-09-04 (42 years old)
Gender	Female
Residential location	Durban City 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 2013.07 iki 2016.06</b>
Company name	John Craig
Occupation	Sales Assistant
What you did at this job position?	Customer Service

## Education

Educational period	<b>nuo 2000.01 iki 2000.12</b>
Degree	Certificate
Educational institution	Elangeni FET
Educational qualification	N2 Certificate
I could work	As a Secretary

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	very good

**Computer knowledge**

Microsoft windows

**Recommendations**

Contact person	Mark Jacobs
Occupation	Area Manager
Company	Johb Craig
Telephone number	0827277877
Email address	markj@johncraig.co.za

**Additional information**

Your hobbies	Travelling, Writing & Reading
Salary you wish	7000 R per month
How much do you earn now	4800 R per month