



Silungile Innocentia Mpungose

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Durban.I am open and friendly I like to work with people that is why I have choose Public Management career. I am a hard worker and I am willing to work extra hours as long as the work is done and accurately. I have experience in promotions,answering calls and all admin work as I have done human resources. I deserve the job because I have all the necessary skills I think that are needed thank you.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2015.11 iki 2016.03
Company name	Department of Health
You were working at:	Administrators
Occupation	Supply chain, finance Management and Human resources
What you did at this job position?	Filling,queries,writting minutes in meetings,making orders in supply chai

Education

Educational period	nuo 2014.02 iki 2016.11
Degree	Diploma
Educational institution	Durban University of Technology
Educational qualification	Public Management
I could work	At any company

Languages

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

Computer knowledge

PowerPoint, Excel, Word

Conferences, seminars

I have attended world of work(WOW) on the 28th of September 2016 that helped me know and I understand the work that I want to do and what is needed of me once I'm employed such as communication skills, leadership and motivation.

Recommendations

Contact person	Mrs Khumalo
Occupation	Manager
Company	Department of Health
Telephone number	031 459 6300
Email address	Maud.khumalo@kznhealth.gov.za

Additional information

Your hobbies	I like cooking, playing games and be around people and socialise
Driver licenses	None
Salary you wish	R10 000 R per month