



Bawinile Mlaba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Excellent communication skills
Highly motivated and easy to learn new things
Ability to produce best result in pressure situation
Strong motivational and leadership skills
Ability to work as individual and as a group
Good computer skills

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

Contacts and general information about me

Day of birth	1988-08-13 (35 years old)
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 2015.01 iki 2017.02
Company name	Ulundi education centre
Occupation	In service Training
What you did at this job position?	Admin Clerk, Control inventory, teacher service from school

Education

Educational period	nuo 2002.01 iki 2006.11
Degree	Grade 12 / Matric
Educational institution	Zwelonke High School
Educational qualification	Certificate attached
Educational period	nuo 2013.07 iki 2014.11
Degree	Certificate
Educational institution	Appelesbosch Coastal KZN TVET college
Educational qualification	Public Management N4, N5 & N6
I could work	I could work as an Admin Clerk, Secretary or any job you can offer
Educational period	nuo 2015.07 iki 2015.07
Degree	Certificate
Educational institution	Prince Dabulamanzi Education Centre
Educational qualification	Computer Literacy
I could work	I could work as Admin Clerk, Secretary or any job you can offer

Languages

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

Computer knowledge

Microsoft Word Office
 Microsoft Excel
 Microsoft PowerPoint
 Introduction in Window OS
 Emailing

Recommendations

Contact person	Mrs M.C Masombuka
Occupation	Centre Manager
Company	Ulundi Education centre
Telephone number	082 3954 220
Email address	masombukambali@yahoo.com

Contact person	Miss G. M. Gabela
Occupation	Admin Clerk
Company	Nsikayendlu High School
Telephone number	078 9894 500

Additional information

Your hobbies	Google in internet Reading books Watching tv
Salary you wish	R3000 R per month
How much do you earn now	None R per month