



Zanele Ntshangase

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for admin clerk , receptionist or secretarial job around Gauteng province. i am a self motivated and willing to contribute willingly into your organisation. i am always prepared to discharge any responsibilities assigned to me whether individually through organised group or in an open society.

i hope u will be interested in evaluating my good interpersonal skills and willingness to serve in the organisation. i am a motivated person who likes meeting new people and share ideas,i promise to work tirelessly in accordance with all prescribed description and under pressure if needs be

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1982-04-01 (42 years old)
Gender	Female
Residential location	Gauteng
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 2004.12 iki 2007.11
Company name	capitec bank
You were working at:	Administrators
Occupation	admin controller
Working period	nuo 2017.04 iki dabar
Company name	vm truckstop
You were working at:	Administrators
Occupation	administrator/receptionist

Education

Educational period	nuo 2004.12 iki dabar
Degree	Certificate
Educational institution	PC Training and business college
Educational qualification	National certificate in office management and technology
Educational period	nuo 2011.06 iki 2012.07
Degree	Certificate
Educational institution	Mnambithi college
Educational qualification	N4 & N5 Human Resources Management

Languages

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

Computer knowledge

MS word
MS excel
MS powerpoint
MS outlook

Recommendations

Contact person	MRS S.B. Gumbi
Occupation	manager
Company	Ithala bank
Telephone number	0363522252

Additional information

Driver licenses	None
Salary you wish	6500 R per month
How much do you earn now	5000 R per month