



Zamandayi Msomi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

General work . I must be able to work under pressure. Ability to work on my own. Able to work retail hours. Good communication skills and positive attitude to my supervisor and colleagues

Preferred occupation	Generals General jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1991-01-16 (33 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 2013.05 iki 2013.07
Company name	Hlalakahle primary school
You were working at:	Receptionists
Occupation	Reception
What you did at this job position?	filling, typing, editing, printing school documents, recieving incoming circulars and direct them to the respective officials , receiving incoming calls and direct them to reciepients and making appointments.

Education

Educational period	nuo 2014.02 iki 2016.06
Degree	Certificate
Educational institution	Elangeni fet college
Educational qualification	Office Administration
I could work	general work

Languages

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

Computer knowledge

Typing, editing, printing, microsoft exel, microsoft powerpoint.

Conferences, seminars

Tongaat town hall, Icessa college 17 April 2016

Recommendations

Contact person	Q.O.Khuzwayo
Occupation	principal
Company	Hlalahle primary school
Telephone number	0768961109

Additional information

Your hobbies	Reeding
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2016-11-00 (8 years)
Salary you wish	3000 R per month
How much do you earn now	800 R per month