



# Zanele Mhletywa

Curriculum Vitae (CV)

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

I am looking for any job that available,I obtained NQF Level 4 in Office Administration but i'm looking for any job i am a hard worker,dedicated person also i am willing to work overtime so by hiring me you are not going to regret your decision.

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

## Contacts and general information about me

Day of birth	1990-12-24 (33 years old)
Gender	Male
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 2016.04 iki 2016.07</b>
Company name	Dept.of education
You were working at:	Administrators
Occupation	Administraclerk
What you did at this job position?	data capture

## Education

Educational period	<b>nuo 2012.01 iki 2016.01</b>
Degree	Certificate
Educational institution	King Hintsa Tvet College
Educational qualification	NQF Level 4 Office Administration
I could work	i could work so hard because i am a hard worker,person who likes to here other persons ideas

**Languages**

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

**Computer knowledge**

I did computer from level 2 to level 4 i passed it with flying colours, I did Ms Excel,Ms Word,Ms PowerPoint,Outlook, Mail merge and DataBase

**Recommendations**

Contact person	Ms Shruth
Occupation	Chippa Griller
Company	The Fish Inn restaurant
Telephone number	0716898263

**Additional information**

Your hobbies	Reading Books also interesting to Magazines and Papers and watching Television
Driver licenses	None
Salary you wish	R15000 R per month