



# Cynthia Mkhwanazi

Curriculum Vitae (CV)

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

Im looking for a receptionist,adminstrator and secretary job I'm Cynthia mkhwanazi I am detail oriented and technical minded after completing my high school diploma in 2009 I took vocational course diploma information technology at nico flora where i graduate in 2013 also continue with my study where I took another course certificate In office administration in tholulwazi it and bussiness studies where I graduate in 2016 I serve in a different office administrator for 7 years I also have computer literacy and in a possession of code 10 driver's licence I have computer skill in ms word,excel and outlook I'm matured I know how to balance my personal life and my proffesional I love people and challenge I know how to handle pressure and deal with stress where Im always prepare and calm I also have good communication skills where i apply to solve conflict i ise soft communucation skill organizational skill where I I apply on my work place I'm always organized time management skill where everything office admin do need to be manage where time management is critical

Preferred occupation	Administrators Administrative jobs
Preferred work location	West Rand Gauteng

## Contacts and general information about me

Day of birth	1985-12-18 (38 years old)
Gender	Female
Residential location	West Rand Gauteng
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>

## Additional information

Salary you wish	9500 R per month
How much do you earn now	8500 R per month