



Athenkosi Mhlana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job in the administration industry, I have an experience as a registry intern in Mhlontlo Municipality, which was 1 year. I have a degree in Public Administration which I obtained in 2018. I am able to use Microsoft Office Suit, Outlook,excel, powerpoint. I am good with data capturing, scanning,emailing answering phone calls and working working in the office environment as a whole

Preferred occupation	Data capturers Administrative jobs
	Secretaries Administrative jobs
Preferred work location	Cradock Eastern Cape
	East Rand Gauteng
	Bloemfontein Free State

Contacts and general information about me

Day of birth	1996-09-23 (27 years old)
Gender	Female
Residential location	Bizana Eastern Cape
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

Education

Educational period	nuo 2015.01 iki 2018.05
Degree	Degree
Educational institution	Walter Sisulu University
Educational qualification	B.Administration (Public Affairs)
I could work	any public and private institution

Languages

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

Computer knowledge

- windows
- MSword
- Excel
- Powerpoint
- Outlook
- Access

Recommendations

Contact person	Mr P. Manciya
Occupation	Registry Officer
Company	Mhlontlo Local Municipality
Telephone number	082 8228 581

Additional information

Driver licenses	None
Salary you wish	+_15000 R per month
How much do you earn now	N/A R per month