



Zanele Madiseng

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for office admin, receptionist, clerk and data capture. I have good communication skills, good computer skills and I'm good in office work. I can multitask and work overtime when needed. I'm enthusiastic and willing to learn new things everyday and I can work well under pressure. I have good work ethics, I'm punctual, reliable and trustworthy.

Preferred occupation	Data capturers Administrative jobs
	Miners Mining jobs
	Receptionist Administrative jobs
	Personal assistant Administrative jobs
Preferred work location	Ekangala Mpumalanga

Contacts and general information about me

Day of birth	1991-11-29 (32 years old)
Gender	Female
Residential location	Limpopo
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

Company name	Global filling station
You were working at:	Cashiers
Occupation	Cashier
What you did at this job position?	Cash money brought in by petrol attendant

Education

Educational period	nuo 2014.01 iki 2014.12
Degree	Certificate
Educational institution	Institute For Academic Excellence SA
Educational qualification	End user computing and Office admin
I could work	Well under pressure and well in a team or individually

Languages

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

Computer knowledge

Ms word
 Emails
 Internet
 Ms Excels
 Ms PowerPoint

Recommendations

Contact person	Ishmael Monyebodi
Occupation	Supervisor
Company	Global filling station
Telephone number	0714242703
Email address	ishmaelmonyebodi@gmail.co

Additional information

Your hobbies	Reading Surfing internet Watching television Singing
Driver licenses	None
Salary you wish	8700 R per month
How much do you earn now	6500 R per month