



# 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	<b>Data capturers</b> Administrative jobs
	<b>Miners</b> Mining jobs
	<b>Receptionist</b> Administrative jobs
	<b>Personal assistant</b> Administrative jobs
Preferred work location	<b>Ekangala</b> 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## 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	<b>nuo 2014.01 iki 2014.12</b>
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