



# Zanele Nkosi

Curriculum Vitae (CV)

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

I looking for office environment because I'm honest,brave,hard worker,very committed, dedicated excellent in performance &strong of loyalty are some of my qualities I desire a position where I can offer my best and secure my future by being offered the opportunity to work in environment where I can prove my worthiness to company and be brave young face of the company as I will be welcoming everyone who is entering in the building.

Preferred occupation	<b>Filing clerk</b> Administrative jobs
	<b>Switchboard operator</b> Administrative jobs
	<b>Receptionist</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
	<b>Kitchen staff</b> Kitchen jobs
	<b>Receptionists</b> Hotel jobs
Preferred work location	<b>Witbank</b> Mpumalanga
	<b>Middelburg</b> Mpumalanga
	<b>Carolina</b> Mpumalanga

## Contacts and general information about me

Day of birth	1997-09-18 (27 years old)
Gender	Female
Residential location	eMakhazeni / Belfast Mpumalanga
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 **nuo 2017.03 iki 2017.04**  
 Company name Municipality  
 You were working at: Jobs for students  
 Occupation Water and Sanitation  
 What you did at this job position? Volunteered as Surveyor

Working period **nuo 2017.12 iki 2018.08**  
 Company name Sizimisele youth centre  
 You were working at: Administrators  
 Occupation Administrator  
 What you did at this job position? Capturing monthly expenses, General admin work

Working period **nuo 2019.01 iki 2019.09**  
 Company name Belfast Primary School  
 You were working at: Administrators  
 Occupation Clerk  
 What you did at this job position? Arranging important documents and capturing monthly expenses and taking minutes

**Education**

Educational period **nuo 2018.09 iki 2018.12**  
 Degree Certificate  
 Educational institution Heartliness Tvet College  
 Educational qualification Business administration certificate level 4  
 I could work Data capturing, secretarial services, reception services, switchboard operations, financial administration, Banking administration, personal /executive Assistant services, Technical Assistance, Typing, system administration ,HR Administration, Basic contrac

**Languages**

Language	Speaking level	Understanding level	Writing level
English	good	basic	good

**Computer knowledge**

Microsoft words  
 Excel  
 Power point

**Recommendations**

Contact person	Xolani Thubane
Occupation	Centre manager
Company	Sizimisele youth centre
Telephone number	0769634732

Contact person	JH Mdaka
Occupation	HOD
Company	Belfast Primary School
Telephone number	0835497093

#### **Additional information**

Your hobbies	Writing Singing Reading
Driver licenses	None
Salary you wish	R 14 000-R15 00 R per month
How much do you earn now	R0 R per month