



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

Filing clerk
Administrative jobs

Switchboard operator
Administrative jobs

Receptionist
Administrative jobs

Data capturers
Administrative jobs

Kitchen staff
Kitchen jobs

Receptionists
Hotel jobs

Preferred work location

Witbank
Mpumalanga

Middelburg
Mpumalanga

Carolina
Mpumalanga

Contacts and general information about me

Day of birth 1997-09-18 (26 years old)

Gender Female

Residential location eMakhazeni / Belfast
Mpumalanga

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

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