



Simangele Khuzwayo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration, I was doing learnership for 3years to one of the top company and 1year Internship,was dealing with client,maintained filling,emails also applying codes for them,answering calls,preparing boardroom meetings and training capturing,courrier application to cape town,iam a hardworking woman who can take your company to another level.

Preferred occupation	Generals General jobs
	Operations Clerk Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1985-10-27 (38 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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

Working period	nuo 2016.04 iki 2019.12
Company name	Old mutual
You were working at:	Insurance administrator
Occupation	Administration (trainee)
What you did at this job position?	Dealing with phones,codes,qlinks ,craft preparing for boardroom meetings and training, capturing

Education

Educational period **nuo 2002.01 iki 2010.07**
 Degree Grade 12 / Matric
 Educational institution Ogwini
 Educational qualification Grade 12
 I could work Yes

Educational period **nuo 2016.04 iki 2019.12**
 Degree Certificate
 Educational institution Old mutual learnership(CBA)
 Educational qualification Wealth management
 I could work Yes

Languages

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

Computer knowledge

Ms work,ms excellent power point can type according

Conferences, seminars

Old mutual broker event it was on July 2017 at tropicana hotel it was awards event and Christmas party for them.

Recommendations

Contact person Mrs sindisiwe Hadebe
 Occupation Line manager
 Company Old mutual
 Telephone number 0313025835

Additional information

Your hobbies Playing tennis,reading
 Driver licenses None
 Salary you wish 7000 R per month
 How much do you earn now 4500 R per month