



# 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 (39 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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	<b>nuo 2016.04 iki 2019.12</b>
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