ZINHLE ZANDILE MGWABA

1. Personal Details

Date of Birth: 08November 1990

I.D. Number: 9011080336082

Nationality: South African

Gender: Female

Residential Address: 16 Dingwall Road

Amanzimtoti

Durban

Postal Address: 16Dingwall Road

Amanzimtoti

Durban

4125

Marital Status: Single

Criminal Offence: None

Health: Excellent

Drivers Licence: Learners

Contact Numbers: Cell: 083 862 0544 or 078 047 8954

Email: zinc.mgwaba@yahoo.com

2. Personal Attributes

* Assertive
* Reliable
* Dedicated
* Sociable
* Hard Working
* Willing to Learn

3. Educational Background

**3.1. Higher Education**

Name of Institution: Durban University of Technology

Course: National Diploma: Internal Auditing

Modules Passed: Financial Accounting 1 and 2

Cost and management Accounting 1

Commercial Law 1 and 2

Business Calculation 1

Business Information Systems 1

Internal Auditing 1 and 2

Taxation 1

Year: 2010-2011

**3.2. Matriculation**

Last School Attended: Amanzimtoti High School

Year: 2004-2008

Highest Grade Passed: Grade 12

Subjects: Mathematics

Physical Science

Accounting

Business Studies

Life Orientation

English

Afrikaans

School Achievement & Participation: Netball

Catering

4. Experience

Company Name: BNZN Social Development

Year: January 2009- December 2010

Position: Administrator

Contact Person: Ms. Buyi Ntuli

Contact Number: 031 462 1884

Company Name: Afpol Employment Agency

Year: December 2012 – current

Position: Sales Consultant

Contact Person: Sonwabile Pakkies

Contact Number: 031 903 8575

5. Developed Skills

* MS office
* MS Outlook
* Filing
* Data capturing
* Report writing
* Invoicing
* Communication
* Customer service
* Public Relations
* Sales
* Presentation

16 Dingwall Road

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4125

04 March 2013

**Re: Application for Vacancy**

Dear Sir/Madam

I would like to express my interest in a vacant position in the company. I feel I am a suitable candidate for this industry as I consider myself to be a bright, bold and confident person. It is my passion to look after people, making sure they are entirely happy at all times. Whether a position is granted to me in admin or accounting, I am always willing to go that extra mile to ensure success in every task given to me.

I am a young lady who is success driven, eager to learn and very hard working. I am a quick learner and I love learning new things from diverse people in the work place, which makes me a great team player. I am a person who would tackle any challenge with a positive attitude in order to receive a positive outcome. I am dedicated to my work and therefore I feel that I will do well for the company in terms of achieving commendable standards in my line of work.

I hope my application will find you well.

Yours Faithfully

Zinhle Mgwaba