

## **ANTONY ZWANE**

### **OFFICE ADMINISTRATOR** **RECRUITMENT ADMIN/CLERK**

STAND NO: 128  
EMPUMELELWENI SECTION D  
KWAMHLANGA  
1022

ID NUMBER: 9208235575081  
DRIVER'S LICENSE CODE10

CONTACT NO:  
**0787125312/0763726350**

EMAIL: [zwaneanthony@gmail.com](mailto:zwaneanthony@gmail.com)

#### **Hobbies**

READING BOOKS  
DANCING

#### **EDUCATION**

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- **MOPANI TVET COLLEGE**  
**JUNE 2014 TO 2016 JULY**  
**N6 FINACIAL MANAGEMENT**
- **ZIDOBHELE SECONDARY SCHOOL 2012**  
  
**GRADE 12**  
**2012**

#### **WORK EXPERIENCE**

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##### **EEZI-WEL -KUSILE POWER STATION** **ADMINISTRATOR/HR ASSITANT** **MARCH 2023 TO AUGUST 2023**

- Data capturing (capturing all contract)
- Booking medical
- Receptionist
- Recruiting candidates
- Register new employees
- Filing documents
- Verifying the Certificate
- Filing documents
- Sorting cvs's according to trade of artisans
- Book of screening test

##### **REASON FOR LEAVING: END OF CONTRACT**

##### **SGB-CAPE KUSILE POWER STATION** **ADMINISTRATTION CLERK/ PAYROLL RUNNER** **DECEMBER 2016 TO FEBUARY 2022**

- Captured hours and sick notes
- VERIFIED SICK NOTES IN TERMS OF VALIDITY AND AUTHENTICITY
- Report suspicious doctors
- Ensure clocking machines are working
- Sent weekly timesheet on site every saturday
- Distributing pay slips on site
- Signing employees at the gate to enter
- Capturing and filing of leave forms
- Attending employee pay Queries
- Assisting employee with their access tags

##### **Reason For Leaving End of Contract**

##### **PRIMESERV (Delmas)**

##### **RECRUITMENT ADMINISTRATOR/DATA CARPUTER/SITE ANAGENT** **CURRENT**

- Verifying the certificates of all trades form their institution
- Capturing CVS's of all trade on staff book (data base of the company) and spread sheets
- (Typist)typing cv according to standard operation procedure
- Scanning documents
- Filing documents
- Sorting Cvs's according to trade of artisans
- Inviting candidates for the interviews and screening

- Screening all artisan according to their trades
- Calling candidates to find out whether they are still in a job market and their availability
- Doing the reference check on staff book
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- Searching available applicants from Pnet job site
- Accurately following instructions from superior

**ADMIN:**

- Handling incoming, outgoing, and internal mail
- Coordinate couriers service and ensure waybill are filled accurately
- Distribute and safely store and any courier parcel
- Filing employees and client documents
- photocopying, scanning and faxing documents
- assist with signing employees' contract

**SWITCHBOARD OPERATOR:**

- Answer all calls according to company's sop
- Receive incoming calls and direct them correctly and efficiently to the relevant person
- Provide information requested such as telephone numbers, contact people and directions or refer caller to appropriate contact
- Record accurate and complete message for staff not available
- Update and maintain extension list of all employees at branch and communicate to branch when updated
- Handling querie

**SKILLS**

- Interpersonal skill
- Multitasking skill
- Typing skill
- Communication skill
- Problem solving
- Time management

➤ **References**

Petros Myeni	HR & IR Manager (SGB-CAPE)	072931966/0726726824
MRS. MERCY RAPUDI	HR & IR OFFICER (EEZI-WEL)	0784393174
PAM MASHININI	HR ADMINISTRATOR (SGB-CAPE)	0734184730

SOUTH AFRICA

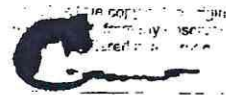
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O8/O3/2C18 - 07/03/2023  
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GEREGISTREERDE WOON- EN POSADRES

1 Bewaar die bewys van u GEREGISTREERDE WOON- EN POSADRES in hierdie sakkie.

2 Indien u van adres verander het, of indien besonderhede van u huidige adres, bv. straatnaam en/of -nommer, ens. verander het, moet u 'n vorm KENNISGEWING VAN ADRESVERANDERING, wat in die sakkie agter in die identiteitsdokument is, gebruik word om die verandering aan te meld en moet dit ingedien word by of gepos word aan die naaste streek-zedistrikkantoor van die DEPARTEMENT VAN BINNELANDSE SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.

2. If you have changed your address, or, if particulars of your present address, e.g. name of street and/or street number, etc., have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional-district office of the DEPARTMENT OF HOME AFFAIRS.

I.D.No. 920823 5575 08  
9208235575081

S.A.BURGER/S. A.CITIZEN

VAN/SURNAME

ZWANE

VOORNAME/FORENAMES

ANTONY

GEBORTEDISTRIK OF-LAND/ DISTRICT OR COUNTRY  
OF BIRTH SOUTH AFRICA

GEBORTE DATUM/  
DATE OF BIRTH

1992-08-23

DATUM UITGEREIK DATE

ISSUED 2009-05-

22

UITGEREIK OP GESAAG VAN DIE  
DIREKTEUR-GENERAAL:  
BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE  
DIRECTOR-GENERAL:  
HOME AFFAIRS





REPUBLIC OF SOUTH AFRICA

2016-11-08  
2016-11-08  
BRONKHORSTSPRUIT  
SOUTH AFRICAN POLICE SERVICE

# Replacement National Senior Certificate

Issued to

**ANTONY ZWANE**

Identity number 9208235575081

Subject	%	Achievement level
IsiNdebele Home Language	56	4
English First Additional Language	40	3
Mathematical Literacy	49	3
Life Orientation	46	3
Accounting	40	3
Business Studies	37	2

*[Handwritten signature]*  
716901120  
Mabasa

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2012.

**M. S. LAKHMETI**  
Chief Executive Officer

160 9198 8893 U



**UMALUSI**



Council for Quality Assurance in  
General and Further Education and Training  
South Africa

7257196

2021  
EKANGALA  
SOUTH AFRICAN POLICE SERVICE  
DETECTIVE SERVICES

2016 - 11 - 03

Enquiries: MALULEKE Y

22 AUGUST 2016

STATEMENT OF RESULTS


I confirm that

ZWANE ANTONY  
ID:9208235575081

He obtained the following results in FINANCIAL MANAGEMENT N5

SUBJECTS:	%	RESULTS
COMPUTERISED FINANCIAL SYSTEMS N5	44	PASS
FINANCIAL ACCOUNTING N5	49	PASS
COST AND MANAGEMENT ACCOUNTING N5	49	PASS
ENTERPREURSHIP AND BUSINESS MANAGEMENT N5	47	PASS

Yours faithfully

  
J SAMBO  
ASSISTANT DIRECTOR ADMIN

SOUTH AFRICAN POLICE SERVICE  
DETECTIVE SERVICES  
2021-03-31  
EKANGALA  
SOUTH AFRICAN POLICE SERVICE

*Handwritten notes:*  
7/5/2016  
M...  
2016

**CORPORATE CENTRE**  
Cnr Combretum & Haarlem Street,  
Private Bag X 01024, PHALABORWA, 1390  
Tel: 015 781 5721/5 | Fax: 015 781 5346  
Email: [administration@mopanicollege.edu.za](mailto:administration@mopanicollege.edu.za)

2018 -11- 04

BRONKHORSTSPRUIT

SOUTH AFRICAN POLICE SERVICE

Enquiries: MALULEKE Y

22 AUGUST 2016

**STATEMENT OF RESULTS**

I confirm that

**ZWANE ANTONY**  
ID: 9208235575081

*[Handwritten signature]*  
7/6/2017  
COT

He obtained the following results in FINANCIAL MANAGEMENT N6

SUBJECTS:	%	RESULTS
COMPUTERISED FINANCIAL SYSTEMS N6	56	PASS
FINANCIAL ACCOUNTING N6	40	PASS
COST AND MANAGEMENT ACCOUNTING N6	42	PASS
INCOME TAX N6	62	PASS

Yours faithfully

*[Handwritten signature]*  
J SAMBO  
ASSISTANT DIRECTOR ADMIN

SOUTH AFRICAN POLICE SERVICE  
DETECTIVE SERVICES  
2021-03-31  
FRANKFURT  
SOUTH AFRICAN POLICE SERVICE