



Asisipho Siqangwe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Admin work as I am doing my final year in Office Management and Technology. I wanna get experience and a job so that I can manage to support my family. I am a hard worker, able to work under pressure and I have communication skills.

Preferred occupation	Receptionist Administrative jobs
	Part time jobs Part time, weekend jobs
Preferred work location	East London Eastern Cape
	Butterworth Eastern Cape

Contacts and general information about me

Day of birth	1998-05-28 (26 years old)
Gender	Female
Residential location	East London Eastern Cape
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 2018.12 iki 2019.02
Company name	Nontyatyambo Community Health Center
You were working at:	Receptionist
Occupation	Department of Health
What you did at this job position?	I was responsible for calls, filing, photocopying, stocktaking, statistics and registering patients using HPRS.

Education

Educational period	nuo 2017.02 iki 2020.11
Degree	Diploma
Educational institution	Walter Sisulu University
Educational qualification	Office Management and Technology
I could work	Yes as an administrator

Languages

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

Computer knowledge

I am computer literate. At school it was part of my course, Excel, Word, Powerpoint and Access

Recommendations

Contact person	K Strydom
Occupation	Lecturer
Company	WSU
Telephone number	0437085277
Email address	kstrydom@wsu.ac.za

Additional information

Your hobbies	I love sport, singing and reading.
Driver licenses	None
Salary you wish	R2500 R per month
How much do you earn now	R1500 R per month