



# 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> <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 2018.12 iki 2019.02</b>
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	<b>nuo 2017.02 iki 2020.11</b>
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