



# Felix Sibenya

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am an adaptable and responsible person who recently obtained a B-Tech Degree in office Management and Technology at Cape Peninsula University of Technology and I successfully combine my studies with work and other commitments as a youth leader in my community showing myself to be self- motivated, organised and cable of working under pressure. I have a clear, logic mind with a practical approach to problem solving and drive to see things through to completion. I enjoy working on my own initiative or as part of a team

I am a reliable, trustworthy, hardworking and eager to learn new challenges

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Operations Clerk</b> Administrative jobs
	<b>Recruitment professional</b> Management, human resources jobs
Preferred work location	<b>Cape Town</b> Western Cape
	<b>Southern Peninsula</b> Western Cape

## Contacts and general information about me

Day of birth	1979-03-26 (45 years old)
Gender	Male
Residential location	Cape Town Western 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 **nuo 2007.07 iki 2020.10**  
 Company name City of Cape Town  
 You were working at: Administrators  
 Occupation Support services Administrative clerk  
 What you did at this job position? General admin Duties,Data Capturing,Secritarial duties,memos,emails,taking minutes and assisting on outreach projects

Working period **nuo 2005.01 iki 2007.06**  
 Company name TB Care Association  
 You were working at: Generals  
 Occupation Patient Advocate  
 What you did at this job position? i was a peer educator for patients who are dignosed with HIV and support when starting ARV Treatment i was also running awareness programmes around the communities of Langa and Gugulethu

**Education**

Educational period **nuo 2018.01 iki 2019.11**  
 Degree Degree  
 Educational institution Cape Peninsula University of Technology  
 Educational qualification B-tech Degree in Office Management and Technology  
 I could work HR,IT,Project management and Administrator

Educational period **nuo 2017.10 iki 2017.11**  
 Degree Certificate  
 Educational institution Cape Peninsula University of Technology  
 Educational qualification Human Resource Management overview and Compliance  
 I could work HR

**Languages**

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

**Computer knowledge**

During my B-tech studies Information Administration which was mainly focusing on Computer advanced computer skills and information Technology and also on my daily basis duties 90% of the time I make use of Computer to perform them

**Recommendations**

Contact person Siphokazi Ndzungu-Zide  
Occupation Assistant Clinic Manager  
Company City of Cape Town (Health Department)  
Telephone number 083 486 1650

Contact person Nombuyiselo Nonkonyana  
Occupation Manager  
Company City of Cape Town  
Telephone number 072 115 4742

Contact person Nombeko Tenge  
Occupation Chairperson of Street Commette  
Company Zone2&3 street commette  
Telephone number 072 201 2934

#### **Additional information**

Your hobbies Reading ,sports and socialising with friend  
Driver licenses EB Articulated Light Vehicle ≤ 3,500kg  
Driver license from 2008-03-00 (16 years)  
Salary you wish 23000 R per month  
How much do you earn now 15000 R per month