



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	Administrators Administrative jobs
	Operations Clerk Administrative jobs
	Recruitment professional Management, human resources jobs
Preferred work location	Cape Town Western Cape
	Southern Peninsula 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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

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