



Siphosethu Feni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

-i am management assistant graduate. i am well poised to start making positive contribution in the workplace with my qualification and skills obtained. i have a positive work ethic and am a hard and fast learner. i am energetic ability to work overtime and long hours

providing clerical and administrative support

- do general reception duties
- do filling /scans/typing documents
- assist with ordering stock/ stock taking /
- data capturing as required dairy management
- plan / arrange general maintenance
- experience to / excel /word/powerpoint/outlook
- team player

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	Queenstown Eastern Cape
	Cape Town Western Cape
	Southern Suburbs Western Cape

Contacts and general information about me

Day of birth	1994-09-21 (30 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 2019.05 iki 2019.11**
 Company name ziphi nkomo
 You were working at: Generals
 Occupation general worker
 What you did at this job position? work as Picker

Working period **nuo 2019.11 iki 2019.12**
 Company name ziphi nkom
 You were working at: Generals
 Occupation general worker
 What you did at this job position? stock check

Education

Educational period **nuo 2014.02 iki 2017.11**
 Degree Diploma
 Educational institution Eastcape Midland College
 Educational qualification Management Assistant

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	good	good	good

Computer knowledge

Excel/ Ms word/ Outlook /PowerPoint

Conferences, seminars

N/A

Recommendations

Contact person shireen De Visser
 Occupation senior manager
 Company Stellenbosch Municipality
 Telephone number 073 542 9336
 Email address shireen.devisser@stellenbosch.gov.za

Additional information

Your hobbies soccer
 Swimming
 Driver licenses None
 Salary you wish 15 000+ R per month

How much do you earn now

3000 R per month