



# Lumka Sibobosi

Curriculum Vitae (CV)

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

I am looking for Receptionist position and Administration clerk.I have been equipped with the knowledge,skills and ability of being very careful and super observant,I love interaction with people and willing to help at all given times.

Preferred occupation Administrative jobs

## Contacts and general information about me

Gender Female

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period **nuo 2005.08 iki 2011.11**

Company name CORICRAFT (PTY) LTD

You were working at: Receptionist

Occupation Receptionist /Cashbook clerk

What you did at this job position? SWITCHBOARD OPERATOR,GENERATING SALES,POD RECONCIATION/BANK RECONCIATION

  

Working period **nuo 2014.06 iki 2018.10**

Company name SAFEPAK (PTY) LTD

You were working at: Filing clerk

Occupation ADMINISTRATION CLERK

What you did at this job position? Delivery notes, Invoices, POD reconciation,Filing, switchboard operator

## Education

Educational period **nuo 1998.01 iki 2002.12**

Degree Grade 12 / Matric

## Languages

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

### Recommendations

Contact person	Laura Holzberg
Occupation	HR Manager
Company	Safepak
Telephone number	0822130332
Contact person	Vanessa Van Rooi
Occupation	Cashbook clerk
Company	Safepak
Telephone number	0834460631

### Additional information

Salary you wish	7500.00 R per month
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