



Sibongile Buthelezi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im a well spoken ambitious female, easy to communicate with other people regardless which race, friendly, supportive. I am a hard worker willing to learn and work extended hours, work under pressure. I am good at solving problems, im creative, thinker, planning. Most of all i am punctual. Im always a bigger person when it comes arguments

Preferred work location Gauteng

Contacts and general information about me

Gender Male

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

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2019.06 iki 2019.08**

Company name Addington Hospital

You were working at: Secretaries

Occupation Personal assistant

What you did at this job position? Monitor incoming and outgoing call, emails booking venues,computer literacy, taking minutes of the meeting, filing

Education

Educational period **nuo 2016.01 iki 2019.12**

Educational institution Mangosuthu university of technology

Educational qualification Office management and technology

I could work Emmediately

Languages

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

Computer knowledge

I am good at Microsoft word,power point, excel, Microsoft publisher.

Conferences, seminars

Non

Recommendations

Contact person	Mr BP Zungu
Occupation	Systems manager
Company	Addington Hospital
Telephone number	0769386709
Email address	sibongilesanelebuthlezi@gmail.com

Additional information

Your hobbies	Net ball player Read and write stories
Driver licenses	None
Salary you wish	R6000 R per month
How much do you earn now	R800 R per month