



# 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.*  
[Sign in](#)

## 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<br>Read and write stories |
| Driver licenses          | None                                      |
| Salary you wish          | R6000 R per month                         |
| How much do you earn now | R800 R per month                          |