



# Samkelisiwe Kotelana

Curriculum Vitae (CV)

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

I'm looking for admin position or freight handling position, because I have the experience for both jobs and I'm doing my best at it.

- Good listening skills
- Ability to work under pressure
- Accountable for my work

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Durban City<br>KwaZulu-Natal          |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1995-02-26 (29 years old)   |
| Gender               | Female  |
| Residential location | Durban City<br>KwaZulu-Natal  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |                                |
|------------------------------------|--------------------------------|
| Working period                     | <b>nuo 2018.07 iki 2021.01</b> |
| Company name                       | SA Cargo Services              |
| You were working at:               | Administrators                 |
| Occupation                         | Admin cleck                    |
| What you did at this job position? | Admin clerk,Data Capture       |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2018.07 iki 2019.07</b> |
| Degree                    | Certificate                    |
| Educational institution   | Nosa                           |
| Educational qualification | Freight Handling               |
| I could work              | Yes                            |

### Languages

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

### Computer knowledge

-Outlook eg emails  
-Excel

### Additional information

|                          |   |
|--------------------------|---|
| Your hobbies             | -Modeling<br>-Drawing and<br>-Designing |
| Driver licenses          | None                                    |
| Salary you wish          | 8000 R per month                        |
| How much do you earn now | 5500 R per month                        |