



Siphokazi Brakfesi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking Clerk, Data Capture and administration. I have ability to think logically. Adapt easily in new environment.

I have office Admin experience. Time management. Computer skills, power point, word, excel and Microsoft office.

Interpersonal skills: able to work and get along well with others. Hardworking: Always ensure that my work properly done within time.

Enthusiasm: always energetic to work hard everyday.

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	Alexander Bay Northern Cape

Contacts and general information about me

Day of birth	1990-06-08 (34 years old)
Gender	Female
Residential location	Cape Flats 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 2016.03 iki 2016.06
Company name	City of Cape Town (Water and Sanitation department)
You were working at:	Administrators
Occupation	Data Capturing and Filling
What you did at this job position?	Data capturing, filling managing calls , managing e-mail dealing with queries for borehole registration, assure that all timesheet submitted and signed in time.

Education

Educational period	nuo 2016.10 iki 2017.06
Degree	Grade 12 / Matric
Educational institution	Siyakhula Public School
Educational qualification	Matric certificate
I could work	Yes I could work as domestic work

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	very good	very good
isiZulu	good	good	good

Computer knowledge

Computer Skill: Microsoft Office, Word, Excel and PowerPoint.

Internet: Email , Google search and others.

Conferences, seminars

I've never attended any conference at work. Except at my church.y

Additional information

Your hobbies	Reading books
Driver licenses	None
Salary you wish	R5000 R per month
How much do you earn now	R5896 R per month