



Siphokazi Ntlikithi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Administration Jobs

I am a loyal, committed, hardworking, disciplined and self-motivated young woman, professional and proficient Data Capturer/ Admin Clerk with Ten years of experience working as an administrator, who has experience of working with the general, public and face to face and someone who will always go that extra mile to get thing done, I am able to work different kinds of shifts and work under pressure, I have good communication skills (Verbal & written).

Having worked in data capturing for the past 10 years, I thoroughly understand that the open position you have available will require a high level of professionalism along with a hard work ethic. I bring both these skills and more, and I would love to be part of your team as I also have a of administration duties. Entering data is not just about fact checking behind the scene. I show professionalism at all times.

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|-------------------------|---------------------------------------|
| Preferred occupation | Data capturers Administrative jobs |
| | Administrators Administrative jobs |
| Preferred work location | East London Eastern Cape |
| | Port Elizabeth Eastern Cape |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1986-07-04 (38 years old) |
| Gender | Female |
| Residential location | East London Eastern 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 |

Additional information

| | |
|--------------------------|-------------------|
| Salary you wish | 10000 R per month |
| How much do you earn now | 6000 R per month |