



# Siyanelisa Sokhanyile

Curriculum Vitae (CV)

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

Im looking for office administration job and office jobs wich are related to office admin just like data capturers because i do qualify for those positions

- im a love and carrying person whose is friendly, i always wear a smile on my face i can take care of clients very well.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Bookkeeper</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
	<b>Customer care agent</b> Administrative jobs
Preferred work location	<b>Witbank</b> Mpumalanga
	<b>Secunda</b> Mpumalanga
	<b>Ermelo</b> Mpumalanga

## Contacts and general information about me

Day of birth	1993-11-12 (31 years old)
Gender	Female
Residential location	<b>Witbank</b> Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Education

Educational period                   **nuo 2011.01 iki 2011.11**  
 Degree                                   Diploma  
 Educational institution               Thebelihle computer college  
 Educational qualification            Computer literacy

Educational period                   **nuo 2018.07 iki 2019.06**  
 Degree                                   Certificate  
 Educational institution               Silulo ulutho technologies  
 Educational qualification            Office administration

**Languages**

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

**Computer knowledge**

Introduction to computer

Ms word

Ms excel

Ms access

PowerPoint

Internet and emailing

**Recommendations**

Contact person                       Abongile  
 Occupation                            Friend  
 Telephone number                    0782405167

**Additional information**

Driver licenses                       None  
 Salary you wish                       12000 R per month