



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	Administrators Administrative jobs
	Bookkeeper Administrative jobs
	Data capturers Administrative jobs
	Customer care agent Administrative jobs
Preferred work location	Witbank Mpumalanga
	Secunda Mpumalanga
	Ermelo Mpumalanga

Contacts and general information about me

Day of birth	1993-11-12 (31 years old)
Gender	Female
Residential location	Witbank Mpumalanga
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

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