



# Fikiswa Mcunukelwa

Curriculum Vitae (CV)

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

Any job available for clerical job. Im willing to work with employees in your company, I am able to learn more about work. Willing to assist employees by developing them in their work. Good customer care, and good communication and interpersonal skills. Im able to work underpressure. I would like to be the one of your employees in your company and I like your company. I am able to overtime jobs in your company as well.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Rustenburg North West

## Contacts and general information about me

Day of birth	1980-10-10 (44 years old)
Gender	Female
Residential location	North West
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>

## Work experience

Working period	<b>nuo 2012.11 iki dabar</b>
Company name	Sea-view Senior primary school
You were working at:	Administrators
Occupation	Administrator and related clerks and organisers
What you did at this job position?	Typing, photocopying, filling, data capturing, finance capturing, school nutrition, curriculum, procurement, incoming and outgoing calls

Working period	<b>nuo 2010.03 iki 2013.04</b>
Company name	Ziko-lokotha sps
You were working at:	Teachers
Occupation	Teaching
What you did at this job position?	Teaching grade R with barriers, learners with special needs, activities for learners

### Education

Educational period	<b>nuo 2002.01 iki 2005.12</b>
Degree	Diploma
Educational institution	WALTER SISULU UNIVERSITY
Educational qualification	NATIONAL DIPLOMA IN OFFICE MANAGEMENT AND TECHNOLOGY
I could work	Clerical job

Educational period	<b>nuo 2001.06 iki 2001.12</b>
Degree	Certificate
Educational institution	UNIVERSITY OF TRANSKEI
Educational qualification	COMPUTER LITERACY COURSE
I could work	SECRETARIAL JOB

### Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	fluent

### Computer knowledge

MS WORD  
 MS PUBLISHER  
 MS EXCELL  
 MS POWERPOINT  
 MS ACCESS  
 INTERNET  
 MS OFFICE

### Recommendations

Contact person	Mr Mtoto Thembelani
Occupation	Mining worker
Company	Sibanye company
Telephone number	076 732 9466
Email address	lelethufiki@gmail.com

**Additional information**

Your hobbies	Watching television and reading newspapers
Driver licenses	None
Salary you wish	20 000 - 25 000 R per month
How much do you earn now	14913.75 R per month