



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 (43 years old)
Gender	Female
Residential location	North West
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 2012.11 iki dabar
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 **nuo 2010.03 iki 2013.04**
 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 **nuo 2002.01 iki 2005.12**
 Degree Diploma
 Educational institution WALTER SISULU UNIVERSITY
 Educational qualification NATIONAL DIPLOMA IN OFFICE MANAGEMENT AND TECHNOLOGY
 I could work Clerical job

Educational period **nuo 2001.06 iki 2001.12**
 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