



# Sikhonathi Dyani

Curriculum Vitae (CV)

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

Dear Madam/ Sir

I'm currently unemployed and I have been sitting at home since Covid-19 happened. I'm a mother of two kids and I stay with my mom and grandmother, they are both living with underlying health conditions. I have studied a national diploma in public management but I never got to complete my qualification so have N5 certificate. I have also served as an administrative assistant intern and I have worked as a customer services till operator. I have some relevant data capturer experience. I believe that all my qualifications and the experience I have aquired has enabled me to intact and work with people and I have good computer skills. I also have good communication and writing skill.

Thank you!

Kind regards

Sikhonathi Dyani

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Kimberley Northern Cape
	Port Elizabeth Eastern Cape

## Contacts and general information about me

Day of birth	1990-06-24 (34 years old)
Gender	Female
Residential location	Cape Flats Western Cape
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period **nuo 2019.10 iki 2020.09**  
 Company name Vlocity Communications  
 You were working at: Administrators  
 Occupation Administrative Assistant Intern  
 What you did at this job position? I captured clients personal details, I captured and checked invoices, I did job cards for our technicians, managed in coming and out going calls from time to time and also staff support.

Working period **nuo 2018.04 iki 2019.03**  
 Company name Woolworths  
 You were working at: Cashiers  
 Occupation Customer Services Till Operator  
 What you did at this job position? I did a lot of transactions such as purchases, refunds, goods exchanges, lay-buys and helped with sales

Working period **nuo 2012.07 iki 2015.03**  
 Company name Top events  
 You were working at: Administrators  
 Occupation Data Capturing  
 What you did at this job position? I used to capture personal details of the marathon participants.

**Education**

Educational period **nuo 2015.01 iki 2016.12**  
 Degree Certificate  
 Educational institution Northlink College  
 Educational qualification N5 in Public Management

Educational period **nuo 2005.01 iki 2010.12**  
 Degree Grade 12 / Matric  
 Educational institution Wynberg High School  
 Educational qualification Matric

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	good
Afrikaans	basic	basic	basic
Sesotho	good	good	do not know
isiZulu	very good	very good	basic

**Additional information**

Driver licenses	None, B Light Vehicle $\leq$ 3,500kg
Salary you wish	R6000-R8000 R per month
How much do you earn now	None R per month