



Sanelisiwe Njikelana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

The one that will influence my career and qualifications.

The one that will give me more knowledge of dealing with other administrative work.

I want work that will give me challenges so that i can be more of dealing with them.

Working under pressure because i am willing to upgrade my standards.

Preferred occupation Administrators
Administrative jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1995-03-31 (29 years old)

Gender Female

Residential location Kloof
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2019.10 iki 2021.09**

Company name Home affairs

You were working at: Learnership

Occupation Office administrator

What you did at this job position? All office work

Working period **nuo 2019.09 iki 2019.09**

Company name Supply chain management

You were working at: Administrators

Occupation Admin clerk

What you did at this job position? Compilation of batches for procurement process

Education

Educational period	nuo 2018.01 iki 2019.07
Degree	Diploma
Educational institution	TVET COLLEGE
Educational qualification	N6 Public management
I could work	As administrative clerk

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	good	good	good

Computer knowledge

Microsoft word
Microsoft Excel
Microsoft database

Recommendations

Contact person	V.Njikelana
Occupation	CFO
Company	Rhino cash & carry
Telephone number	0837156030
Contact person	S.Nkohla
Occupation	Admin clerk
Company	Sibanye stillwater mine
Telephone number	0732187118

Additional information

Your hobbies	To serve the public To speak To write
Driver licenses	None
Salary you wish	R15000 R per month
How much do you earn now	3000 R per month