



Shirley Mfene

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for any available employment that will bring growth to my life. My positive points is that I deeply familiar with Microsoft Office and other Office management software. I also have develop efficiency tools to keep and office organized and on task. I am also familiar with Working working in a call center as I am currently working as a Sales Agent.

Preferred occupation	Data capturers Administrative jobs
	Sales agent Sales jobs
	Receptionist Administrative jobs
	Front Desk Agent Administrative jobs

Contacts and general information about me

Day of birth	2000-01-29 (24 years old)
Gender	Male
Residential location	Cape Town Western Cape
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 2019.07 iki 2021.06
Company name	Sobambisana Primary School
You were working at:	Receptionist
Occupation	Admin Assistant
What you did at this job position?	Reception duties, Filling, Data Capturing, Organizing meetings, Making and answering calls

Education

Educational period	nuo 2017.02 iki 2017.12
Degree	Grade 12 / Matric
Educational institution	Joe Slovo High School
Educational qualification	Matric
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	very good
isiXhosa	fluent	fluent	fluent

Computer knowledge

Microsoft Office

Conferences, seminars

Kwelanga Training - Nov 2020

Business Ecology- August 2020

Recommendations

Contact person	Anelisa Ngcebesha
Occupation	Financial Clerk
Company	Sobambisana Primary School
Telephone number	+27 83 715 4476
Email address	lisangcebs@gmail.com

Additional information

Driver licenses	None
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