



# Khanyisa Citiwe

Curriculum Vitae (CV)

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

I am a 34-year-old ambitious female who is prepared to achieve the desired goals of the Job description. I am a hard worker, diligent, self-motivated, goal oriented individual who is always looking for a challenge to enhance my skills and knowledge, I like to interact with other people and adapt easily to different kinds of environment. I have good communication skills, telephone skills. One of my strong points is good time management which guides me in all my work. I can speak isiXhosa and English fluently.

Preferred occupation                      **Administrators**  
Administrative jobs

- Preferred work location
- Bhisho**  
Eastern Cape
  - Rustenburg**  
North West
  - Alice**  
Eastern Cape
  - East London**  
Eastern Cape
  - Butterworth**  
Eastern Cape
  - Fort Beaufort**  
Eastern Cape
  - Mdantsane**  
Eastern Cape
  - Port Elizabeth**  
Eastern Cape
  - Queenstown**  
Eastern Cape
  - Umtata / Mthatha**  
Eastern Cape
  - Stutterheim**  
Eastern Cape
  - Johannesburg**  
Gauteng

**Contacts and general information about me**

|                      |   |
|----------------------|---|
| Day of birth         | 1986-12-22 (37 years old)   |
| Gender               | Female  |
| Residential location | Bhisho<br>Eastern Cape  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

**Work experience**

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2020.10 iki 2021.09</b>   |
| Company name                       | Mbombo Primary School  |
| You were working at:               | Administrators   |
| Occupation                         | School Admin Clerk   |
| What you did at this job position? | 01 October 2020 till current: Administrative Clerk(Intern) at Mbombo Primary School • Admin support • Receiving, calls and emails and making outgoing calls • Compiling financial reports • Drafting letters for SGB and parent's meetings • Capturing new learners, marks, staff information and printing learner reports on SASAMS • Compiling School Nutrition reports • Capturing learner, staff and educator register on SASAMS • Dealing with Incoming and outgoing calls and faxes and emails • Data management and filling • Organising and maintaining Principal's diary • Making appointments • Taking minutes on meeting • Accepting and signing of deliveries • Maintain a proper record keeping • Monitor flow of documents • Taking minutes on meeting |

Working period **nuo 2018.10 iki 2020.09**

Company name Department of Education

You were working at: Administrators

Occupation Admin Clerk (Intern)

What you did at this job position? I have been working within the National School Nutrition Programme of the Department of Education. My duties are as follows: • Visiting schools by means of monitoring, supporting and implementing national school nutrition programme daily • Monitoring of supplier's performance and food quality inspection • To check if the Learners are fed in every school days and if all three groups of food are served before 10h00 • Monitor if learners are feed the right quantity of food as indicated by the specific menu • Encouraging schools in establishment of food production initiatives • Reconciling monthly financial reports and make submissions to the Provincial Head Office • Preforming office administration and doing filing everyday • Attending to correspondences Quarterly • Compiling District narrative reporting responses(MRR) as well as Key Performance Indicator(KPI) and make submissions to Provincial Head Office monthly • Monitoring an appointment, arrange workshops or training and general administration of Volunteer food handlers • Provide them with the National School Nutrition Programme guidelines, policies and etc. • Implementing and monitoring the National School deworming programme which targets Grade R to Grade 10 Learners who are less than 14 years • Encouraging schools to participate on the best school awards competition

Working period **nuo 2015.06 iki 2017.06**

Company name Rawson Properties

You were working at: Administrators

Occupation Receptionist/Administrator

What you did at this job position? • Staff Training • Training and coaching staff when and where necessary • Resolving client's problems quickly and efficiently • Checking reservations activity report when necessary • Ensuring all e-mails for the day are answered • Making sure e-mails are answered timeously within 24hrs • Doing weekly arrivals list in detail for marketing, including all requests and memos • Doing weekly stationary ordering • facilitating • Making sure that all Agents bring business • Doing filling • Making adverts to Property 24 and Property Junction • Customer Care • Admin work • Make a follow up in all the deals that we have • Arrange for meetings with the Sale Attorneys and Agents on a weekly basis • Taking minutes on meetings • Managing the Directors diary • Dealing with Incoming and outgoing calls and faxes and emails • Dealing with queries from the public and clients effectively • Accepting and signing of deliveries • Providing basic and accurate information in person and via telephone or email • Answer, screen and forward incoming calls to the correct department or person • Acting as a face of the company • Receiving messages and relaying them to the relevant person • Drafting reports • Maintaining personnel files and leave files • Coordinate employee benefits and conditions of service such as allowances and leave of absence • Maintain a proper record keeping • Monitor flow of document

**Education**

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2005.01 iki 2008.11</b> |
| Degree                    | Diploma                        |
| Educational institution   | Walter Sisulu University       |
| Educational qualification | ND: Public Management          |

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| English         | fluent                | very good                  | very good            |

**Computer knowledge**

microsoft word for typing and writing memos  
 Microsoft Excel for calculations and spreadsheets  
 Microsoft Power Point for presentations

**Conferences, seminars**

short courses that that i have accomplished is BAS and LOGIS

**Recommendations**

|                  |                                 |
|------------------|---------------------------------|
| Contact person   | Mrs Z Nkwali                    |
| Occupation       | School Principal                |
| Company          | Mbombo Primary School           |
| Telephone number | 073 0151 608                    |
| Email address    | zukinkwali@gmail.com            |
| Contact person   | Mr K Yekela                     |
| Occupation       | Supervisor                      |
| Company          | Department of Education         |
| Telephone number | 0436047880/0813233114           |
| Contact person   | Ms N Buza                       |
| Occupation       | Manager                         |
| Company          | Department of Health            |
| Telephone number | 0406089791/0833789221           |
| Email address    | nomthandazo.buza@ehealth.gov.za |

**Additional information**

|              |  |
|--------------|--|
| Your hobbies | <ul style="list-style-type: none"> <li>• Cooking</li> <li>• Singing</li> <li>• Camping</li> <li>• Traveling</li> </ul> |
|--------------|--|

|                          |                              |
|--------------------------|------------------------------|
| Driver licenses          | • Socializing with peers     |
| Driver license from      | B Light Vehicle ≤ 3,500kg    |
| Salary you wish          | 2016-08-00 (7 years)         |
| How much do you earn now | 13 000 and above R per month |
|                          | 5000 R per month             |