



# Thembisa Sosibo

Curriculum Vitae (CV)

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

Any admin work nor community development work.

Familiarity with computer programmes, organisational and administrative skills.

I was handling incoming and outgoing correspondence.

Taking meeting minutes.

Provide logistical support for the Directorate.

Furthermore i was responsible of compiling demographic profile and statistics information.

I will endeavor to effectively perform all my tasks as enforced by you and maintain the standard as defined by you.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Durban City<br>KwaZulu-Natal          |
|                         | Johannesburg<br>Gauteng               |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1992-06-28 (32 years old)   |
| Gender               | Female  |
| Residential location | Johannesburg<br>Gauteng   |
| 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> |

## Additional information

|                          |                    |
|--------------------------|--------------------|
| Salary you wish          | 10 000 R per month |
| How much do you earn now | 5000 R per month   |