



# Sandisiwe Mngxunyeni

Curriculum Vitae (CV)

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

I have office administration in National Certificate Vocational. I can be Admin clerk, Personal Assistant, receptionist, Secretary and Data Capture.

I have good communication skill.

Customers service.

Computer literacy ( Microsoft word, excel, powerpoint and outlook)

Problem solving.

Filling.

Preferred occupation                      Receptionist  
Administrative jobs

Data captureurs  
Administrative jobs

Preferred work location                      Eastern Cape

## Contacts and general information about me

Gender                                              Female

Residential location                              East London  
Eastern Cape

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 2019.01 iki 2019.12**

Company name                                    Shoprite

You were working at:                            Cashiers

Occupation                                        Retailer

What you did at this job position?      Exchange changes for customers.

Working period	<b>nuo 2021.01 iki 2021.04</b>
Company name	Health System Trust
You were working at:	Other jobs
Occupation	Community
What you did at this job position?	Counting house households

### Education

Educational period	<b>nuo 2016.01 iki 2018.12</b>
Degree	Certificate
Educational institution	Ikhala TVET College
Educational qualification	Office Administration
I could work	As a Receptionist

### Languages

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

### Computer knowledge

Microsoft word, excel, power point and outlook.

### Recommendations

Contact person	Bongiswa Hlungulu
Occupation	Supervisor
Company	Shoprite
Telephone number	0219868400
Contact person	Nelisiwe Skonje
Occupation	Team leader
Company	Health System Trust
Telephone number	083 288 4987
Email address	nelisiweskonje@gmail.com

### Additional information

Your hobbies	Music Reading Travelling
Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	Unemployed R per month