



# Yandiswa Mxhosa

Curriculum Vitae (CV)

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

Good Day

I am Yandiswa Mxhosa currently residing in Cape Town and working as Data Capturer at Inuka Fragrance's sales department. I am looking for an admin position; I have attached resume, and references. I have obtained a National diploma in Office Management and Technology from Cape Peninsula University of Technology and previously worked as Administration Clerk, Administrative Assistance and a Cashier.

I am a hardworking individual who is good at communication and working in a deadline-driven environment. As evident in my CV, I have demonstrated the skills required for admin and office assistant positions, and based on the work experience I have learned to perform well under pressure, with good interpersonal skills, honesty, integrity, confidence, reliability, working with independently and within a team and able to resolve conflict.

|                      |   |
|----------------------|---|
| Preferred occupation | Filing clerk<br>Administrative jobs     |
|                      | Data capturers<br>Administrative jobs   |
|                      | Operations Clerk<br>Administrative jobs |
|                      | Administrators<br>Administrative jobs   |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1993-09-07 (31 years old)   |
| Gender               | Female  |
| Residential location | Cape Town<br>Western 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> |

**Additional information**

|                          |                  |
|--------------------------|------------------|
| Salary you wish          | 8000 R per month |
| How much do you earn now | 7500 R per month |