



# Shakira Xana

Curriculum Vitae (CV)

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

- I AM VERY SELF-DETERMIND
- TAKES WORK VERY SERIOUSLY
- ALWAYS PREPARED TO LEARN MORE
- ADAPTS FROM ANY SITUATION
- VERY HARDWORKER
- NEVER LATE FOR WORK
- VERY RESPONSIBLE AND RELIABL
- ALWAYS GIVES MY BEST

Preferred occupation	Generals General jobs
Preferred work location	Kathu Northern Cape

## Contacts and general information about me

Gender	Female
Residential location	Kathu Northern Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2021.01 iki 2021.06</b>
Company name	NORTHEN CAPE ON POITNT -PTY LTD
You were working at:	Marketing assistant
Occupation	RECEPTIONIST
What you did at this job position?	MARKETING THE PRODUCTS OF THE COMPANY ON SOCIAL MEDIA

Working period **nuo 2021.06 iki 2021.11**  
 Company name WBB HEALTH CARE  
 You were working at: Medical receptionist  
 Occupation CASUALTY WORK  
 What you did at this job position? SORT OUT FILES , BILLING OF PATIENTS

**Education**

Educational period **nuo 2016.01 iki 2020.12**  
 Degree Grade 12 / Matric  
 Educational institution GROENBERG SECONDARY SCHOOL  
 Educational qualification QUALIFIED FOR NATIOLAN DIPLOMA CERTIFICATE

**Languages**

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

**Computer knowledge**

I AM VERY GOOD IN THE FOLLOWING COMPUTER PROGRAMS

- WINDOWS
- MICROSOFF OFFICE
- MACBOOKS

**Conferences, seminars**

- DIGITAL MARKETING
- BASIC COMPUTER LITERACY

**Recommendations**

Contact person 0817056688  
 Occupation RESEPTIONESS  
 Company NORTHEN CAPE ON POINT  
 Telephone number 0533310029  
 Email address nconpoint.projects@gmail.com

**Additional information**

- Your hobbies
- LISTENING TO MUSIC
  - JOGGING

	-GOING OUT -NETBALL -WATCHING MOVIES
Driver licenses	None
Driver license from	2021-12-00 (2 years)
Salary you wish	R5000+ R per month
How much do you earn now	R5000 R per month