



# Sphiwe Hobe

Curriculum Vitae (CV)

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

I am looking for an administration clerk job.

I have about eighteen months as an intern in an administration environment at a government hospital.

I have worked in records department doing filing extensively.

I have also worked in physiotherapy department, booking appointments for patients with physiotherapists, completing VA2 forms to order stationery and patients' assistive devices.

I did some general administration tasks as assigned by the chief physiotherapist.

I am a fast learner.

I am able to work as part of a team as well as individually.

|                         |                                   |
|-------------------------|-----------------------------------|
| Preferred occupation    | Generals<br>General jobs          |
| Preferred work location | Mahikeng / Mafikeng<br>North West |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1988-09-22 (36 years old)   |
| Gender               | Male  |
| Residential location | Mahikeng / Mafikeng<br>North West   |
| 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> |

## Education

|                           |  |
|---------------------------|--|
| Educational period        | <b>nuo 2011.01 iki 2013.11</b>   |
| Degree                    | Certificate  |
| Educational institution   | Taletso TVET College   |
| Educational qualification | National Certificate (Vocational) Level 2 - 4, Office Administration. National Certificate N4 - N6 Financial Management. |

## Languages

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| English         | good                  | good                       | good                 |
| isiXhosa        | good                  | good                       | basic                |
| Setswana        | good                  | good                       | good                 |

#### **Computer knowledge**

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Microsoft Access

Microsoft Outlook

Internet

#### **Additional information**

Salary you wish                      6500 R per month