



# 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 General jobs
Preferred work location	Mahikeng / Mafikeng North West

## Contacts and general information about me

Day of birth	1988-09-22 (35 years old)
Gender	Male
Residential location	Mahikeng / Mafikeng North West
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>

## 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