



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 (36 years old)
Gender	Male
Residential location	Mahikeng / Mafikeng North West
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Education

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

Languages

Language	Speaking level	Understanding level	Writing level
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