



Sabelo Mnisi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

A well-presented BA Psychology graduate with an organized disposition who is humble by nature and willing to do whatever is needed to support an office team. I have the ability to work harmoniously with both professional and non-professional personnel. I am able to undertake a range of functions to make sure the administrative activities within an organization run smoothly and I am an energetic and proactive individual who can comfortably manage people, processes and technology. Throughout my studies, practical work and experience, I have consistently demonstrated good judgement and can be relied upon to effectively carry out a range of administrative and clerical duties. Right now I am looking for a suitable position with a company that wants to recruit talented and capable administrators.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Mbombela / Nelspruit Mpumalanga

Contacts and general information about me

Day of birth	1994-04-27 (30 years old)
Gender	Male
Residential location	Mbombela / Nelspruit Mpumalanga
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

Work experience

Working period **nuo 2018.02 iki 2019.03**

Company name Khush Khush PTY Ltd

You were working at: Project manager

Occupation Administrators

What you did at this job position? • Responsible for the smooth day to day administration of the company • Providing administrative support to the senior director • Dealing with telephone, email and general enquiries • Sending out business letters on behalf of senior manager • Maintaining up to date data on company system

Education

Educational period **nuo 2014.01 iki 2018.11**

Degree Degree

Educational institution Pearson Institute of Education

Educational qualification Bachelor of Arts in Industrial Psychology

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
SiSwati	very good	fluent	very good

Computer knowledge

- Computer Skills
 - o Microsoft Office 2016
 - WORD (creating and formatting documents)
 - EXCEL (creating and finalizing spread sheets)
 - ACCESS (Creating and finalizing a database & presentation)

Recommendations

Contact person Tshwarelo Mthethwa

Occupation Director

Company Khush Khush Pty Ltd

Telephone number 0728041048

Email address bglmaseko@gmail.com

Additional information

Your hobbies Novel Reading
Writing, Composing and Arranging Music

Driver licenses EB Articulated Light Vehicle ≤ 3,500kg

Driver license from 2018-11-00 (5 years)

Salary you wish R6500 R per month