



# 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> <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 2018.02 iki 2019.03</b>
Company name	Khush Khush PTY Ltd
You were working at:	Project manager
Occupation	Administrators
What you did at this job position?	<ul style="list-style-type: none"> <li>• Responsible for the smooth day to day administration of the company</li> <li>• Providing administrative support to the senior director</li> <li>• Dealing with telephone, email and general enquiries</li> <li>• Sending out business letters on behalf of senior manager</li> <li>• Maintaining up to date data on company system</li> </ul>

### Education

Educational period	<b>nuo 2014.01 iki 2018.11</b>
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	<p>Novel Reading</p> <p>Writing, Composing and Arranging Music</p>
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	2018-11-00 (6 years)
Salary you wish	R6500 R per month