



# Sylvia Benghe

Curriculum Vitae (CV)

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

I am looking for any job is office support, administration. I have a diploma in Office management and technology and a bachelors degree in Management.

I am people's person as my job I have to work in a team and work with clients. I am a fast learner, very efficient person as I believe time is money and deadlines are very important to be met. I am currently working for SARS as a Declaration officer. My duties entail, verifying if duties and VAT submitted to SARS are correct by private and clearing agents and importers/exporters. I also do weekly and monthly stats, answering calls and client service

|                         |   |
|-------------------------|---|
| Preferred occupation    | <b>Administrators</b><br>Administrative jobs                |
|                         | <b>Academic officer</b><br>Management, human resources jobs |
|                         | <b>Office manager</b><br>Other jobs                         |
| Preferred work location | <b>Cape Town</b><br>Western Cape                            |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1980-01-02 (44 years old)   |
| Gender               | Female  |
| Residential location | <b>Cape Town</b><br>Western Cape  |
| 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> |

## Additional information

|                          |                   |
|--------------------------|-------------------|
| Salary you wish          | 27000 R per month |
| How much do you earn now | 19000 R per month |