



Simphiwe Nomfanelo Danisa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for administrative job,According to my qualifications and skill.I do qualify for administrative work.I have computer skill(Microsoft word,Excel,Outlook,Payroll,Postal Evolution),Personal Skill (Team player,ability to work under pressure,adaptable,honest&intergrity,self-motivation)as well as Professional skill(Decision making,Peolpe management,strong work ethic).

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Embalenhle Mpumalanga

Contacts and general information about me

Day of birth	1998-08-21 (26 years old)
Gender	Female
Residential location	Embalenhle 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 2019.12 iki 2021.12
Company name	IThala Limited
You were working at:	Sales representative
Occupation	Teller and Advisor
What you did at this job position?	Telling and Advising

Education

Educational period	nuo 2018.01 iki 2019.07
Degree	Certificate
Educational institution	Majuba TVET College
Educational qualification	Financial Management
I could work	As a receptionist

Languages

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

Computer knowledge

Microsoft Word
Microsoft Excel
Microsoft Outlook
Payroll
Pastel Evolution

Recommendations

Contact person	TB Zulu
Occupation	Manager
Company	IThala Limited
Telephone number	0342711793
Email address	bzulu@ithala.co.za

Additional information

Your hobbies	Listening to music Playing netball
Driver licenses	None
Salary you wish	7500 R per month
How much do you earn now	7500 R per month