



Sivenathi Mhlaba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Administration vacancies. I am a very hard worker with a professional approach and I deliver positive results to each and every task assigned to me. I am organized and I am able to act with discretion.

I am a very fast learner, and my previous daily tasks have equipped me to work very well under pressure and meet strict deadlines.

I work very well both with the team and independently.

I have the following skills;

- Time management
- Customer service skills
- Office administration
- Service excellence
- Telephonic skills
- Dedication and reliability
- Ability to remain calm under pressure
- Hunger to learn and grow
- Liaising with individuals of all levels
- Attention to detail and accuracy
- Positive attitude
- Outstanding written and verbal communication skills

I have the following computer package;

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- SAP-CRM
- SharePoint

Preferred occupation

Administrators
Administrative jobs

Preferred work location

Cape Town
Western Cape

Port Elizabeth
Eastern Cape

Johannesburg
Gauteng

East London
Eastern Cape

Contacts and general information about me

Day of birth	1990-05-08 (34 years old)
Gender	Female
Residential location	Cape Town Western Cape
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