



# 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>