



# Siyanda Mokheseng

Curriculum Vitae (CV)

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

To secure a career in reputed organisation which appreciates professional approach and hard work. where's i can utilise my knowledge and various skills in contributing towards fulfilling the organisation growth objectives and develop my career and excel in the related field

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Secretaries</b> Administrative jobs
	<b>Personal assistant</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
	<b>Generals</b> General jobs
	<b>Sales person</b> Sales jobs
	<b>Learnership</b> Other jobs
Preferred work location	<b>Durban City</b> KwaZulu-Natal

## Contacts and general information about me

Day of birth	1993-07-12 (31 years old)
Gender	Male
Residential location	kokstad KwaZulu-Natal
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 **nuo 2013.05 iki 2015.05**  
 Company name MOLEFE CONSTRUCTIONS  
 You were working at: Supervisor  
 Occupation SUPERVISOR

Working period **nuo 2020.09 iki 2022.03**  
 Company name DEPARTMENT OF EDUCATION  
 You were working at: Administrators  
 Occupation ADMIN CLERK

What you did at this job position? APPOINTED AS THE SECRETARY OF QOUTATION SPECIFICATION COMMITTE

**Education**

Educational period **nuo 2016.01 iki 2017.07**  
 Degree Certificate  
 Educational institution ESAYIDI TVET COLLAGE  
 Educational qualification BUSINESS MANAGEMENT N6  
 I could work YES.

Educational period **nuo 2008.01 iki 2012.12**  
 Degree Grade 12 / Matric  
 Educational institution CARL MALCOMESS HIGH  
 Educational qualification GRADE 12  
 I could work YES

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

**Computer knowledge**

\*email platform

\*micro softword

### Recommendations

\*excel

Contact person Z.P NKOSI

\*powerpoint

Occupation DD : FINANCE

\*outlook

Company DEPARTMENT OF EDUCATION

\*internet access

Telephone number 0672279320

\*hardcat: assets management system

Email address nkosize2@gmail.com

\*basic accounting system BAS

### Additional information

Driver licenses None

Salary you wish 5000.00 R per month

How much do you earn now 10000.00 R per month