



Andile Msimango

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a highly motivated student who is currently studying BA in Applied Information Science at the University of South Africa. Being hired by your company will equip me with all the necessary skills and experience. I have my metric from a technical school and my Higher Certificate in Archives and records management. My high score in Archives and Records Management has given me an opportunity to assist learners at my previous high school, which I believe has contributed to my extensive understanding of assisting in supervision of learners, managing records and computer skills. I am excited to take on any challenges that I might come across, in return to add value and contribution to the company's growth. I believe you are looking for a skilled, ambitious and goal driven person who is a fast learner and a team player with a vision to make the company grow without lacking of any service. I find my self that candidate and a passionate learner who is willing to further her career with a great organisation such as this. I understand the commitment that will be required of me in this program. I understand that I must work hard and be dedicated throughout. This is an opportunity that I'm willing to make sacrifices for as it can change my life.

Sincerely

AS Msimango

Preferred occupation

Bookkeeper
Administrative jobs

Receptionist
Administrative jobs

Administrators
Administrative jobs

Cashiers
Retail, store jobs

Shop assistants
Retail, store jobs

Preferred work location

Hazyview
Mpumalanga

Witrivier
Mpumalanga

Contacts and general information about me

Day of birth	1998-07-21 (26 years old)
Gender	Female
Residential location	Mbombela / Nelspruit 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 2020.12 iki 2021.11
Company name	Hazyview Comprehensive School
Occupation	Educator Assistant/ Receptionist
What you did at this job position?	Receptionist, Assisting learners, book handling and data handling

Education

Educational period	nuo 2019.01 iki 2020.02
Degree	Certificate
Educational institution	Unisa
Educational qualification	HC in Archive and records management
I could work	Book shop, school, hospital and clinics, law firm, retail shops, any business that has filling and recorde

Languages

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

Computer knowledge

Very good
Microsoft
Excel
PowerPoint

Recommendations

Contact person	AB Mdluli
Occupation	Technician
Company	Volvo
Telephone number	0791448653

Contact person	ST mamba
Occupation	Store retail
Company	Indlovu spar
Telephone number	0722957036

Additional information

Driver licenses	None
Salary you wish	R5000 R per month
How much do you earn now	0.00 R per month