



Sphiwe Buthelezi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a job which will allow me to show my flexibility..meaning how hard I can work and I'm looking for cooperative jobs..because I'm familiar with administrative issues iknow how to tackle them...and c

Preferred occupation	Operations Clerk Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1994-06-27 (30 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2021.01 iki 2022.04
Company name	Public sector
You were working at:	Administrators
Occupation	Clerk or receptionist
What you did at this job position?	Bookkeeping, emailing faxing, typing, creating file,answering calls,making appointment, computer operator

Education

Educational period	nuo 2018.01 iki 2019.12
Degree	Certificate
Educational institution	Advance institution
Educational qualification	Informational technology
I could work	I'm flexible

Languages

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

Computer knowledge

Very good I work with them all day

Conferences, seminars

I have attended them not more than once

Recommendations

Contact person	Mr N.P.G. Sindane
Occupation	Principal
Company	School
Telephone number	0829711021
Email address	Ntwenhlehs@gmail.com

Additional information

Your hobbies	Netball
Driver licenses	C Extra Heavy Vehicle > 16,000kg
Salary you wish	20000 R per month
How much do you earn now	4000 R per month