



Feziwe Dakada

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a very hard working and diligent person. I am a vibrant lady who can bring a good atmosphere to your work environment. I am very flexible in terms of jobs i can do. I am a very good listener and i am very good at adapting. i have very good communication skills and I can help bring good communication to your offices.

Preferred occupation	Receptionist Administrative jobs
	Administrators Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	1973-08-02 (51 years old)
Gender	Female
Residential location	Port Elizabeth Eastern 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

Work experience

Working period	nuo 2019.01 iki 2019.06
Company name	nestlife life and funeral insurance
You were working at:	Receptionist
Occupation	Receptionist
What you did at this job position?	answer calls, fax, do emails, weekly report, assist clients with insurance queries

Education

Educational period **nuo 1990.01 iki 1995.11**
 Degree Grade 12 / Matric
 Educational institution ithembelihle comprehensive school
 Educational qualification matric certificate

Educational period **nuo 2005.05 iki 2005.11**
 Degree Certificate
 Educational institution russell road college
 Educational qualification N4 in introductory computer practice

Educational period **nuo 2012.01 iki 2021.06**
 Degree Diploma
 Educational institution university of south africa
 Educational qualification National Diploma in business management

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	very good
English	good	good	good
Afrikaans	basic	basic	basic

Computer knowledge

i can compile and send emails, i can use MS word, MS excel, MS powerpoint, i work well with computers and i am very familiar with windows 95

Conferences, seminars

i have not been to any conferences or seminars

Recommendations

Contact person Shepherd Xhego
 Occupation supervisor
 Company Liberty life
 Telephone number 0835769200

Contact person Tabita Qwele
 Occupation supervisor
 Company Nestlife
 Telephone number 0744825025

Additional information

Your hobbies	cooking, cleaning, gardening
Driver licenses	None
Salary you wish	4000-8000 R per month