



# 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	<b>Receptionist</b> Administrative jobs
	<b>Administrators</b> Administrative jobs
Preferred work location	<b>Port Elizabeth</b> Eastern Cape

## Contacts and general information about me

Day of birth	1973-08-02 (50 years old)
Gender	Female
Residential location	<b>Port Elizabeth</b> Eastern 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>

## Work experience

Working period	<b>nuo 2019.01 iki 2019.06</b>
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