



# Sanele Nkambule

Curriculum Vitae (CV)

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

I have one and half years of experience in an Administrative Assistant job position and I was working with an organizational named The Rock of Hope ESwatini. My strongest and positive points would obviously be that I am able to work under immense pressure without being followed from behind. I am also a critical thinker and quick to solve daily challenges that I encounter in the field of work or in the working environment. I can quickly adapt to work in a new environment with diverse backgrounds including diverse personality types of people.

I am a qualified individual with an associate degree in business management that I acquired at Limkokwing University of Creative Technology, but I can accept any form of a job you can offer to me.

Thank you.

Preferred work location                      Gauteng

## Contacts and general information about me

Day of birth	1996-04-03 (28 years old)
Gender	Male
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 2020.01 iki 2021.09</b>
Company name	The Rock of Hope
You were working at:	Administrators
Occupation	Admin Assistant
What you did at this job position?	Prepared payroll, monthly recons, statutory reconciliation, managed staff time, managed vehicle mileage and prepared budgets

## Education

Educational period	<b>nuo 2017.10 iki 2020.10</b>
Degree	Degree
Educational institution	Limkokwing University of Creative Technology
Educational qualification	Associate Degree in Business Management

### Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

### Computer knowledge

I have a great knowledge in computer programs such as Microsoft word, Excel and PowerPoint.

### Recommendations

Contact person	Sanele Sibiya
Occupation	Executive Director
Company	The Rock of Hope Eswatini
Telephone number	+26876068255

### Additional information

Your hobbies	Playing and watching football Swimming Going out Reading Travelling
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2017-09-00 (7 years)
Salary you wish	7000 R per month