



# Sanele Voyi

Curriculum Vitae (CV)

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

I seek challenging opportunities where I can fully use my skills for the success of the organization. I am a good team worker with good communication skills and I am willing to work in an environment that will encourage me to grow and succeed professionally.

|                         |                                     |
|-------------------------|-------------------------------------|
| Preferred occupation    | Filing clerk<br>Administrative jobs |
| Preferred work location | Umtata / Mthatha<br>Eastern Cape    |
|                         | East London<br>Eastern Cape         |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1999-12-18 (24 years old)   |
| Gender               | Male  |
| Residential location | Umtata / Mthatha<br>Eastern Cape  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2022.06 iki dabar</b>  |
| Company name                       | KSD local Municipality  |
| You were working at:               | Generals  |
| Occupation                         | Intern  |
| What you did at this job position? | I was doing internship in the office of Special Programs Unit, and my roles include filling of documents, receiving and making phone calls, Attending meetings and writing minutes, attending events of youth programs, attending people in the office, printing and emailing of documents etc. |

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2021.08 iki 2022.06</b>   |
| Company name                       | Unakho Institute   |
| You were working at:               | Receptionist   |
| Occupation                         | Intern   |
| What you did at this job position? | I was working as an intern and my roles included receptionist work, filling and binding of documents, presentations, researching of tenders, writing reports, receiving and doing phone calls, developing business plans and business profiles, Attending meetings, taking care of customers, marketing the company ETC. |

### Education

|                           |                                  |
|---------------------------|----------------------------------|
| Educational period        | <b>nuo 2019.01 iki 2022.05</b>   |
| Degree                    | Diploma                          |
| Educational institution   | Walter Sisulu University         |
| Educational qualification | Dip in Small Business Management |
| Educational period        | <b>nuo 2016.01 iki 2018.12</b>   |
| Degree                    | Grade 12 / Matric                |
| Educational institution   | Ikwezi Technical Skill Centre    |
| Educational qualification | Grade 12                         |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | good           | good                | good          |
| isiXhosa | fluent         | fluent              | very good     |

### Computer knowledge

I did a computer literacy Basic course at Information Technology Resource Centre. The modules I have done include the following: IT concepts.

Windows file management.

MS Word' 2019 Basic.

MS Excel' 2019 Basic.

MS Access' 2019.

MS PowerPoint' 2019.

Internet, Electronic Mail.

### Recommendations

Contact person Mr X Bangani  
Occupation SPU officer  
Company KSD local municipality  
Telephone number 0834966110  
Email address xolanib@ksd.gov.za

Contact person Miss N Pele  
Occupation Youth Coordinator  
Company KSD Local Municipality  
Telephone number 0734745025  
Email address nolundipele@gmail.com

Contact person Mr Mfuyo Zamane  
Occupation Executive Director  
Company Unakho Institute  
Telephone number 0826924426

#### **Additional information**

Your hobbies Football and volunteering  
Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
Driver license from 2022-02-00 (2 years)  
Salary you wish +- 7000 R per month  
How much do you earn now 3000 R per month