



Lindokuhle Sithole

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a fast paced environment where my skills will be used effectively as I am ambitious and a hard worker. I am looking for an administrative job because I have the required experience and knowledge. My other attributes are punctuality and professionalism.

| | |
|-------------------------|------------------------------------|
| Preferred occupation | Secretaries Administrative jobs |
| Preferred work location | Mpumalanga |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1996-08-23 (28 years old) |
| Gender | Female |
| Residential location | Witbank Mpumalanga |
| 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 2021.12 |
| Company name | Brisk Consultants |
| You were working at: | Online data processor |
| Occupation | Admin Clerk |
| What you did at this job position? | Data capturing, filing, telephone enquiries, making copies |
| Working period | nuo 2021.11 iki 2022.08 |
| Company name | Refithhile Pele Primary School |
| You were working at: | Teachers |
| Occupation | Education/Admin Assistant |
| What you did at this job position? | Data capturing, marked the register, copies, telephone enquiries, filing, typing documents |

Education

| | |
|---------------------------|---|
| Educational period | nuo 2022.01 iki 2022.08 |
| Degree | Certificate |
| Educational institution | Skills Academy |
| Educational qualification | Office Management |
| I could work | As a receptionist, admin Clerk Assistant, office Manager,data entry clerk |

Languages

| Language | Speaking level | Understanding level | Writing level |
|------------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| isiZulu | very good | very good | very good |
| isiNdebele | fluent | fluent | fluent |

Computer knowledge

Familiar with MS Word and Excel

Recommendations

| | |
|----------------|--------------------|
| Contact person | Tebogo Serithi |
| Occupation | Manager |
| Company | Brisk Consultants |
| Email address | briskceo@gmail.com |

Additional information

| | |
|--------------------------|---|
| Your hobbies | Reading books Studying law and literature Art Creative Writing |
| Salary you wish | R6500 R per month |
| How much do you earn now | R4000 R per month |