



# Lisakhanya Sandi

Curriculum Vitae (CV)

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

I am looking for administration job

i am very head working person ,goal driven, with good communication skills , i am good in time management , i heave leadership qualities and trusworthy

Preferred occupation                      Personal assistant  
Administrative jobs

Preferred work location                      Port Elizabeth  
Eastern Cape

## Contacts and general information about me

Day of birth                                      2004-09-27 (20 years old)

Gender    Female

Residential location                              Port Elizabeth  
Eastern Cape

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
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## Education

Educational period                              **nuo 2019.06 iki 2019.07**

Degree    Certificate

Educational institution                              workforce training academy pty (Ltd)

Educational qualification                              business administration

## Languages

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

## Computer knowledge

i do have computer knowledge

i have certificate in basic introduction to computer i can work with Microsoft office /Microsoft word ,i can use PowerPoint and a leattle bit of excel

### Recommendations

|                  |   |
|------------------|---|
| Contact person   | Daveden Goliath                           |
| Occupation       | 212B SECOND FLOOR PIER 14 SHOPPING CENTER |
| Company          | workforce training academy                |
| Telephone number | 0414870473                                |

### Additional information

|                 |   |
|-----------------|---|
| Your hobbies    | my hobbies are spar treatment stress relief |
| Driver licenses | None  |
| Salary you wish | 15 000 R per month                          |