



# Sibongile Goodness Makhoba

Curriculum Vitae (CV)

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

"A confident and highly organized administrative administration professional with experience in busy office and reception environments, rapidly assimilating and learning processes applicable to in-house operations, consistently impressing employers which has resulted in fast-track advancement to more senior positions"

meticulous in my approach to data collation and presentation, I setup and maintain records, i incorporating critical information and running high quality report and analyses in the requisite and format.

Office Protocols & Procedures

Report Writing & Editing

Account Creation & Update

Information Management Systems

Customer Relation

Time Management & Prioritization

Phone, Email & Face to Face Communication

Team leadership & Support

Preferred occupation

Data capturers

Administrative jobs

Filing clerk

Administrative jobs

Preferred work location

Secunda

Mpumalanga

## Contacts and general information about me

Day of birth

1992-05-18 (32 years old)

Gender

Female

Residential location

Balfour

Mpumalanga

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

### Work experience

Company name SIYATHEMBA PRIMARY SCHOOL  
Occupation ADMINISTRATION  
What you did at this job position? OFFICE PROTOCOL

### Education

Educational period **nuo 2020.01 iki 2021.11**  
Degree Diploma  
Educational institution GERT SIBANDE TVET COLLEGE  
Educational qualification N

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	fluent

### Recommendations

Contact person MM MOLOI  
Occupation HOD  
Company SIYATHEMBA PRIMARY SCHOOL

### Additional information

Driver license from 2020-00-00 (4 years)  
Salary you wish 20000.00 R per month  
How much do you earn now R1000.00 R per month