



Siphamandla Binjana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any permanent jobs,i am highly professional in work conduct,excellent in conflict management skills,self driven and goal oriented,computer literacy :MS Word,Excel and Power point in conclusion i am holding a code 10 driving licence. Thank you.

Preferred occupation	Car drivers Driver jobs
Preferred work location	Butterworth Eastern Cape

Contacts and general information about me

Day of birth	1989-02-04 (35 years old)
Gender	Male
Residential location	Umtata / Mthatha Eastern Cape
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 2022.05 iki 2022.08
Company name	Eastern cape department of education
You were working at:	Data capturers
Occupation	Data capturer
What you did at this job position?	Capturing,processing and sorting of data for presidential Youth employment initiative phase 3,Responsible for sorting and filling,complete information amd maintaining records of work tasks and are completed documents,separates information into different categories and identify certain characteristic and compile statistical information / reports.

Working period	nuo 2021.12 iki 2022.05
Company name	Stats sa
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	Vehicle management system(allocating Vehicles and trip authorization ,Data registration,Capture the received goods on flos ,Approve the capturing of materials on FLOS,Ensure all materials are returned as required.

Education

Educational period	nuo 2017.01 iki 2020.01
Degree	Certificate
Educational institution	UNISA
Educational qualification	Accounting sciences
Educational period	nuo 2014.01 iki 2016.06
Degree	Certificate
Educational institution	LOVEDALE TVET COLLEGE
Educational qualification	Financial Management
Educational period	nuo 2008.01 iki 2008.12
Degree	Grade 12 / Matric
Educational institution	Ngqeleni sss
Educational qualification	Grafe 12

Languages

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

Computer knowledge

Ms Word,Excel Power point , networking or internet explorer,gmail, chrome,web Browser outlook etc.

Recommendations

Contact person	Mr Mxhonywa
Occupation	Circuit manager
Company	Department of education
Telephone number	060 530 0938

Contact person	Mrs Mbono
Occupation	Stats sa hr officer
Company	Stats sa
Telephone number	071 640 2870 / 079 331 4042

Additional information

Your hobbies	Reading books ,listening radio.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2012-04-00 (12 years)
Salary you wish	5500 R per month
How much do you earn now	3100 R per month