



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

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