



Sijabule Madlala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am done with my studies in Diploma in Business and Information Management currently waiting for my qualification. I am a rigorous, hard working person I have been volunteering and I also did my inservice training for 4 months at Dut, Department of Language and Translation as Secretary assistant, doing school admin work.

Preferred occupation	Shop assistants Retail, store jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	2000-02-28 (24 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2022.08 iki 2022.12
Company name	Durban University of Technology
You were working at:	Secretaries
Occupation	Secretary assistant
What you did at this job position?	Filling, answering calls, creating documents, capturing marks , requesting quote

Education

Educational period	nuo 2020.01 iki 2022.12
Degree	Diploma
Educational institution	Durban University of Technology
Educational qualification	Diploma in Business and Information Management
I could work	Yes I could

Languages

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

Computer knowledge

Microsoft office, Microsoft word, Excel, Powerpoint, ITS Software

Conferences, seminars

I attended Envision 2030 seminar 2022 August for a week

Recommendations

Contact person	Ms Barbra
Occupation	Secretary
Company	Durban University of Technology
Telephone number	+27 (31) 373-6804
Email address	Ndlela@dut.ac.za

Additional information

Your hobbies	Volunteering and community engagement Learning new languages Reading Writing Listen to music Photogenic
Driver licenses	None
Salary you wish	100 R per month
How much do you earn now	00 R per month