



Zukanye Sitofile

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a very energetic and ambitious person, I am a fast learner, I have strong communication and computer skills. I love working with different people to gain more knowledge.

At my previous College I was doing Computer and I was passing it with flying colors, I always make sure my work is submitted in due time.

The employer needs to tell me if I am doing something wrong, I take that one very good because it helps me to improve my work.

i am the best candidate for the mentioned position, I also love when my work is being noticed.

Preferred occupation **Personal assistant**
Administrative jobs

Administrators
Administrative jobs

Receptionist
Administrative jobs

Preferred work location **East London**
Eastern Cape

Potchefstroom
North West

Cape Town
Western Cape

Contacts and general information about me

Day of birth 2001-07-22 (23 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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Work experience

Working period	nuo 2020.12 iki 2021.05
Company name	Colosa JSS
You were working at:	Administrators
Occupation	Administration
What you did at this job position?	Filing, Telephone answering, Nutrition, SA-sams

Education

Educational period	nuo 2019.07 iki 2021.10
Degree	Certificate
Educational institution	Port Elizabeth Tvet College
Educational qualification	Management Assistant
I could work	as a Receptionist, Personal Assistant, Office admin, Secretary

Languages

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

Additional information

Salary you wish	6000 R per month
How much do you earn now	8500 R per month