



# 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 (22 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.*  
[Sign in](#)

## 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