



Andronica Nthabiseng Sekwenenyane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am one person who is confident, able to work independently without supervision. Throughout my past and current experience, I have undertaken various important responsibilities with the utmost sincerity. I have conducted: Excellent communication and interpersonal skills (Both Face to Face and telephonically), Good numerical skills, Data capturing and opening accounts (capturing), Ability to handle pressure, an understanding of confidentiality and strong organizational and time management skills.

With an urge to work both independently and well, in team, I am positioned to exceed your expectations. I would look forward to get an opportunity to meet with you to discuss my candidacy in more details. I thank you very much for your time and consideration.

Preferred occupation	Administrators Administrative jobs
	Data capturers Administrative jobs
	Filing clerk Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1994-07-10 (30 years old)
Gender	Female
Residential location	West Rand Gauteng
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 2021.03 iki dabar**
 Company name Rand west City Local Municipality
 You were working at: Debtors clerk
 Occupation Contract (Finance admin)
 What you did at this job position? Administration cleark

Education

Educational period **nuo 2015.07 iki 2018.07**
 Degree Diploma
 Educational institution Western College TVET (WESTCOL)
 Educational qualification MANAGEMENT ASSISTANT
 I could work YES

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiZulu	basic	basic	basic

Computer knowledge

- MS Word (Create word documents and typing).
- Excel (Doing Spreedssheets)
- Ms Access (Typing database operation).
- MS Outlook (Daily Basis, sending and receiving mails)

Conferences, seminars

N/A

Recommendations

Contact person MR A RAMANYAI
 Occupation SUPERVISOR
 Company RAND WEST CITY LOCAL MUNICIPALITY
 Telephone number 083 355 9846
 Email address Abner.Ramanyai@Randwestcity.gov.za

Contact person MR X KOLOBILE
 Occupation CHIEF INVIGILATOR
 Company GAUTENG COMMUNITY EDUCATION AND TRAINING - MOHLAKENG CLC
 Telephone number 073 116 4654

Additional information

Driver licenses	None
Salary you wish	20 000 R per month
How much do you earn now	5000 R per month