



# Sindisiwe Felicity Mbokazi

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for a work environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

As I have a Management Assistant certificate and a Administrative Assistant experience which can be of use.

Preferred occupation	Generals General jobs
Preferred work location	East Rand Gauteng

## Contacts and general information about me

Day of birth	2000-06-28 (24 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2020.11 iki 2021.07</b>
Company name	Effort Primary School
You were working at:	Administrators
Occupation	Assistant to Admin
What you did at this job position?	Printing, filling, Scanning and coping, opening and clearing emails. etc

## Education

Educational period	<b>nuo 2018.01 iki 2018.11</b>
Degree	Certificate
Educational institution	Sedibeng Tvet College
Educational qualification	Management Assistant

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	very good
isiZulu	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent

**Computer knowledge**

I have Computer Practise and Office Practise. I am good with EXCEL and WORD, also Microsoft Office.

**Recommendations**

Contact person	Mrs Mdluli
Occupation	acting Principal\ Employer
Company	Effort Primary School
Telephone number	0825569265
Email address	effortprimary@gmail.co.za

**Additional information**

Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	4500 R per month