



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2020.11 iki 2021.07
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	nuo 2018.01 iki 2018.11
Degree	Certificate
Educational institution	Sedibeng Tvet College
Educational qualification	Management Assistant

Languages

Language	Speaking level	Understanding level	Writing level
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