



Sinovuyo Nobetsiki

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for any kind of job because I'm a flexible young woman who can transform under pressure and very active. I'm also good in the office environment , I worked at Ndimbaneni SPS as an Admin Clerk Assistant for 18 monts and I am well-trained on how to deal with office duties and I was working at Imbasa Catering & Hospitality as a Cashier. I was serving customers, preparing meals and operating Machines. I worked at AVBOB as a Sales Agent.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	1991-12-16 (32 years old)
Gender	Female
Residential location	Lusikisiki Eastern Cape
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 2018.02 iki 2019.07
Company name	Ndimbaneni SPS
You were working at:	Administrators
Occupation	Admonistration Clerk Assistant
What you did at this job position?	Photocopying Documents , Scanning Documents, filling Document , Arranging Files, Record finances to SASAMS, Emailing Documents, keeping petty cash,Receiving Visitors

Education

Educational period **nuo 2014.06 iki 2016.12**
 Degree Diploma
 Educational institution SITETO TVET COLLEGE
 Educational qualification Management Assistant
 I could work As a Personal Assistant, Clerk, Data Capture, Receptionist, Secretary

Educational period **nuo 2009.01 iki 2009.12**
 Degree Grade 12 / Matric
 Educational institution BOTHA SIGCAU SSS
 Educational qualification National Senior Certificate

Languages

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

Computer knowledge

Introduction to Computers and Microsoft Office application package

Recommendations

Contact person Mr Velleman
 Occupation Principal
 Company Ndimbaneni SPS
 Telephone number 0781761614

Contact person Mrs K Myalwa
 Occupation Clerk
 Company Ndimbaneni SPS
 Telephone number 0823507631

Additional information

Your hobbies I like sport and reading. I spend much time on reading newspapers and books
 Driver licenses None
 Salary you wish 3000 R per month