



# 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 (33 years old)
Gender	Female
Residential location	Lusikisiki Eastern Cape
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 2018.02 iki 2019.07</b>
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 Pesornal 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