



# Manqoba Sibiya

Curriculum Vitae (CV)

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

Im a well experienced administrator. I can work as a data capture and as a receptionist. Well familiar with computer literature. Im a hard worker, passionate with my job, able to work in team trustworthy and also i can work under pressure.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Mbombela / Nelspruit Mpumalanga

## Contacts and general information about me

Day of birth	1995-03-20 (29 years old)
Gender	Male
Residential location	Mpumalanga
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

Company name	Bhuga clinic
You were working at:	Administrators
Occupation	Receptionist
What you did at this job position?	Capturing data
Working period	<b>nuo 2022.07 iki 2022.07</b>
Company name	Skynet
You were working at:	Generals
Occupation	Packaging and sorting of parcels
What you did at this job position?	Distributing

## Education

Educational period                      **nuo 2018.02 iki 2022.03**  
Degree                                        Diploma  
Educational institution                Tshwane university of technology  
Educational qualification              National diploma in public management  
I could work                                Receptionist, data capture and as administrator

### Languages

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

### Computer knowledge

Microsoft office

Word

Power point

Excel

### Additional information

Driver licenses                          None  
Salary you wish                          10000 R per month