



# Siyanda Simanga

Curriculum Vitae (CV)

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

I am a hard worker .I am good when it comes on communicating with people. I am focused and also a good listener. I am always optimistic dedicated and determined on achieving whatever I desire. Open minded person who likes to communicate with people creating conversation also friendly, kind and have respect for people less judgmental.

Preferred occupation	Administrators Administrative jobs
	Data capturers Administrative jobs
	Filing clerk Administrative jobs
Preferred work location	West Rand Gauteng

## Contacts and general information about me

Day of birth	1998-06-18 (26 years old)
Gender	Female
Residential location	West 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>

## Education

Educational period	<b>nuo 2019.01 iki 2022.11</b>
Degree	Certificate
Educational institution	Westcol tvet college
Educational qualification	Management Assistant
I could work	As an administrator, clerk, data capture

## Languages

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

isiXhosa	fluent	fluent	fluent
isiZulu	good	good	basic

### Computer knowledge

Microsoft Word

Microsoft excel

Access

### Additional information

Your hobbies

- Dancing
- Reading
- Cooking
- Jogging

Driver licenses

None

Salary you wish

R10 000 R per month