



Candice Sibuyi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My strengths are I am a self-motivated, dedicated and honest person. My current goal is to get a job in a reputed company and my long-term goal is to achieve a good position where I can Build my career and help the organization too.

Highlights of my skills include...

Performing a range of office activities—including typing, filing, data entry, and supply tracking—while adhering to corporate policies and procedures.

Excelling at balancing multiple tasks while providing top-level organization, interpersonal, and communication skills.

Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.

Demonstrating superior communication and interpersonal skills, along with a solid commitment to providing outstanding support within fast-paced office environments.

I strive to maintain high standards for effectiveness, precision, dependability, and attendance. I am a flexible team player and can learn, adapt to various situations that may occur and handle any additional assigned duties. In summary, I am an extremely friendly and organized professional with proven administrative skills.

Preferred occupation

Switchboard operator
Administrative jobs

Generals
General jobs

Shop assistants
Retail, store jobs

Housekeeper
Hotel jobs

Dishwashers

| | |
|-------------------------|--|
| | Kitchen jobs |
| | Waiters, waitresses Restaurant, bar service jobs |
| Preferred work location | Hazyview Mpumalanga |
| | Embalenhle Mpumalanga |
| | Bethal Mpumalanga |
| | Pretoria / Tshwane Gauteng |
| | Johannesburg Gauteng |
| | Mbombela / Nelspruit Mpumalanga |
| | Witrivier Mpumalanga |

Contacts and general information about me

| | |
|----------------------|---|
| Gender | Female |
| Residential location | Standerton Mpumalanga |
| 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 2021.01 iki 2021.12 |
| Company name | Mr Price Store |
| You were working at: | Salesperson |
| Occupation | Sales Associate |
| What you did at this job position? | Greets customers and makes them feel comfortable Interacts with customers, offering assistance and responding to queries about products and purchases Provides recommendations according to customer needs or preferences Locates merchandise for customers and places orders, where necessary Introduces promotions and new products to customers Operates cash register and handles cash payments and credit card processing Handles refunds, exchanges and returns Documents sales by updating customer records Stays up to date with sales trends for better service and achievement of sales |

Education

Educational period **nuo 2014.01 iki 2018.12**
 Degree Grade 12 / Matric
 Educational institution Chayaza secondary School
 Educational qualification National senior certificate
 I could work Yes

Educational period **nuo 2022.01 iki 2022.08**
 Degree Certificate
 Educational institution M A Skills Learning Center
 Educational qualification Administrative clerk
 I could work Yes

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| SiSwati | good | good | basic |
| Sepedi | good | good | basic |
| Afrikaans | basic | basic | basic |
| isiZulu | very good | very good | basic |

Computer knowledge

Microsoft word, Microsoft office, Excel sheets, power point and outlook

Recommendations

Contact person Kulani
 Occupation Supervisor
 Company Mr Price Store
 Telephone number 0818031319

Additional information

Your hobbies Tech support, reading and walking.
 Driver licenses None
 Salary you wish 5000 R per month