



Fikile Masina

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job that will be able a team building environment and also that will help me to be out on the open with the customers. This job should be able to give the platform to solve problems, come up with solutions and work close with everyone on the same department. I have a very excellent telephone etiquette, also good at solving problem, creative thinking and productivity. I am also excellent when it comes to interpersonal communication and also have good organizing and analytic skills. I can work with MS Word, MS Excel, Accounting, Pastel, Debtors Control, Creditors Control and Business English.

Preferred occupation	Customer care agent Administrative jobs
	Insurance administrator Finance jobs
	Managers Sales jobs
	Shop manager Retail, store jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1981-11-08 (43 years old)
Gender	Female
Residential location	Midrand Gauteng
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 2006.07 iki 2017.10**
 Company name First National Bank (FNB)
 You were working at: Banking
 Occupation Office Administrator
 What you did at this job position? Filing, Daily stats update, Data capture and Mail query attendance

Working period **nuo 2002.09 iki 2005.06**
 Company name Foschini Retail Group
 You were working at: Shop assistants
 Occupation Clothing Retailor
 What you did at this job position? Cashier, Acknowledging receive stock on the system, Cell phone Sales and Monthly Stock Take of cell phones and Jewellery items

Education

Educational period **nuo 1998.01 iki 2000.12**
 Degree Diploma
 Educational institution Richfield of Technology
 Educational qualification Financial Diploma
 I could work Finance Jobs, Administrative jobs, Retail stores, Sales jobs

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	basic	good	do not know

Computer knowledge

MS Word and MS Excel
 Windows
 Microsoft Office

Conferences, seminars

I have never attended conferences or seminars.

Recommendations

Contact person Joe Van Zyl
 Occupation Team Leader
 Company FNB
 Telephone number 0829074529

Additional information

Your hobbies	Solving Puzzles Staying informed Reading Writing Cleaning
Driver licenses	None
Salary you wish	R15 000.00 R per month
How much do you earn now	R5 000.00 R per month