



Sandiso Keya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any administration job at government jobs either data capturer or administration clerk it's fine. My positive points on this job is that I studied computer practice as a subject at tertiary now I have good computer skills MS word, excel, and PowerPoint. I can multi task. I have experience on on administration clerk position as I worked on phase two of Educator assistant at Zanebandla S P S.

I am also looking for general work as I worked at shoprite for 2 years as a non food assistant at Qumbu. I am medically fit.

Preferred occupation	Government jobs Government jobs
	Generals General jobs
	Bookkeeper Administrative jobs
	Operations Clerk Administrative jobs
Preferred work location	Johannesburg Gauteng
	East Rand Gauteng
	Port Elizabeth Eastern Cape
	Cape Town Western Cape

Contacts and general information about me

Day of birth	1996-07-03 (28 years old)
Gender	Male
Residential location	Umtata / Mthatha Eastern Cape
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 2018.08 iki 2019.12
Company name	Shoprite
You were working at:	Shop assistants
Occupation	General worker
What you did at this job position?	I was offloading stocking from trucks, packing stock at sales floor, cleaning shelves before packing and also pack the remaining Stock at stockroom. I was also doing stock taking (counting stock)
Working period	nuo 2020.12 iki 2021.04
Company name	Zanebandla S PS
You were working at:	Aftercare assistant
Occupation	Assistant educator
What you did at this job position?	I was assisting learners on the topics they did, on homework's and also assisting administration clerk on capturing learners and making payments.

Education

Educational period	nuo 2016.01 iki 2017.07
Degree	Certificate
Educational institution	Ingwe Tvet college
Educational qualification	Business management

Languages

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

Computer knowledge

MicroSoft Office

Additional information

Your hobbies	Playing rugby Watching tv Reading newspapers
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-10-00 (4 years)
Salary you wish	R7000 R per month
How much do you earn now	R3500 R per month