



Fikiswa Msutwana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job that will allow me to grow as a person and as an employee, I can do the work and deliver the exceptional results .

It is a great privilege for me to work in a reputed company like yours.when I read about it I found my skills matching your requirements where I can showcase my technical skills contribute to the company. I will put all my efforts for the good progress of my organization.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1992-08-29 (31 years old)
Gender	Female
Residential location	Johannesburg 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 2020.10 iki 2022.04
Company name	Empilisweni District Hospital
You were working at:	Administrators
Occupation	Unemployed
What you did at this job position?	Administration Work
Working period	nuo 2020.01 iki 2020.07
Company name	Mlamlali's Funeral Parlour
You were working at:	Sales administrator
Occupation	Unemployed
What you did at this job position?	Claims admin

Education

Educational period **nuo 2018.07 iki 2019.11**
 Educational institution Ikhala TVET college
 Educational qualification National N Diploma in Public Management
 I could work As an administrator

Educational period **nuo 2014.01 iki 2016.11**
 Degree Grade 12 / Matric
 Educational institution Ikhala TVET college
 Educational qualification Generic Management NQF level 4
 I could work General working

Languages

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

Computer knowledge

Microsoft word
 Microsoft excel
 PowerPoint
 Internet

Conferences, seminars

N)A

Recommendations

Contact person Mrs IN Phomane
 Occupation Nursing assistant manager
 Company Empilisweni District Hospital
 Telephone number 0655633224
 Email address noxolophomane@ehealth.co.za

Contact person Mr NC Ntamo
 Occupation Revenue Manager
 Company Empilisweni District Hospital
 Telephone number 0837750568
 Email address nqabantamo@ehealth.co.za

Additional information

Your hobbies	Listening radio Watching TV Family time
Driver licenses	None
Salary you wish	R10 000 R per month
How much do you earn now	R0 R per month