



# Siphokazi Tshabalala

Curriculum Vitae (CV)

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

I am a reliable person and love of learning.

I am a trustworthy and patient person.

I am self-disciplined and I treat people with respect.

I am a persistence in everything I do.

|                         |   |
|-------------------------|---|
| Preferred occupation    | Insurance administrator<br>Finance jobs |
|                         | Bookkeeper<br>Administrative jobs       |
| Preferred work location | Johannesburg<br>Gauteng                 |
|                         | East Rand<br>Gauteng                    |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1985-07-27 (39 years old)   |
| Gender               | Female  |
| Residential location | Johannesburg<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2017.03 iki 2020.05</b>               |
| Company name                       | FasNetLink (PTY) LTD                         |
| You were working at:               | Administrators                               |
| Occupation                         | Billing Clerk                                |
| What you did at this job position? | Invoicing,Quotations and customer Statements |

## Education

Educational period                      **nuo 2019.01 iki 2021.12**  
 Degree                                        Diploma  
 Educational institution                 Boston City Cumpus  
 Educational qualification               Financial Accounting  
 I could work                                As a Bookkeeper and Data Capture

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiXhosa | fluent         | fluent              | fluent        |
| English  | good           | good                | good          |
| isiZulu  | good           | good                | good          |

**Computer knowledge**

Microsoft Word  
 Microsoft Excel  
 Microsoft Outlook  
 Power point  
 Spreadsheet Advance  
 Database Presentation Graphics

**Recommendations**

Contact person                            Ziyanda Stoyile  
 Occupation                                 Manager  
 Company                                     FasNetLink  
 Telephone number                         078 247 8338

**Additional information**

Your hobbies                                Reading, Listening to music and Cooking.  
 Driver licenses                               B Light Vehicle ≤ 3,500kg  
 Driver license from                        2014-02-00 (10 years)  
 Salary you wish                             20 000 R per month  
 How much do you earn now             20 000 R per month