



# Xolisa Qikani

Curriculum Vitae (CV)

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

I am a humble person, kind and a hard worker. I can work well under pressure. I always prioritize my work and I meet deadlines in time. I got the internship in government departments on two occasions and I did not disappoint but because of budget constraints I could get employed.

Preferred occupation	Truck drivers Driver jobs
Preferred work location	Umtata / Mthatha Eastern Cape

## Contacts and general information about me

Gender	Male
Residential location	Umtata / Mthatha Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2016.08 iki 2017.08</b>
Company name	Department of Health
Occupation	SCM clerk
What you did at this job position?	Recieving and signing for stock from suppliers. Verify stock and ensure is packed in their relevant locations.
Working period	<b>nuo 2017.09 iki 2021.03</b>
Company name	Department of Education
Occupation	Finance Intern
What you did at this job position?	Issue payrolls to School Principals and Clerks. Calculate allowances and subsistence and travel allowances.

## Education

Educational period	<b>nuo 2004.01 iki 2004.12</b>
Degree	Grade 12 / Matric
Educational institution	Ikwezi Technical Skill Centre
Educational qualification	Matic

### Languages

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

### Computer knowledge

Basic computer, MS Word , MS Excell, MS PowerPoint File document.

### Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2009-11-00 (14 years)
Salary you wish	+ - R12000 R per month