



Sinelile Precious Mpanza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for admin clerk, Admin assistant or Data capturing.

My positive points:

When i get a job my pleasure is about getting experience without worrying about salary.

As i know admin work has a lot work to do i make sure to mult tasks.

Time management is very important because every thing you do is time means no time to waste.

I'm a very hard working person i can work individual as well as a team.

I completed matric and Financial Management N6.

I have three years experience in cashing and one year admin work.

Preferred occupation	Admin assistant or cashier Other jobs
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Contacts and general information about me

Day of birth	1992-11-04 (32 years old)
Gender	Female
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 2021.08 iki 2023.01
Company name	Palmiet primary school
You were working at:	Administrators
Occupation	Admin assistant
What you did at this job position?	answer and direct calls,data capturing,filing, photocopying,printing and keeping records

Education

Educational period	nuo 2019.01 iki 2020.11
Degree	Certificate
Educational institution	Umlazi BB College
Educational qualification	N6
I could work	Any admin work or cashier

Languages

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

Computer knowledge

Microsoft word, Pastel and payroll

Recommendations

Contact person	Mr AK Maharajh
Occupation	Principal
Company	Palmiet primary school
Telephone number	082 4280 415

Additional information

Your hobbies	Watching reality stories on Tv and paying netball
Salary you wish	5000 R per month
How much do you earn now	4500 R per month