



# Samkelisiwe Precious Stone Shange

Curriculum Vitae (CV)

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

Im looking for administration.

Im a very organized person, am very flexible candidate who is always willing to take obstacles, am hardworking, determined and dedicated.

I have good problem solving skills and good communications skills. Am self-motivated, honest,punctual and always paying attention to detail.

Preferred occupation	Generals General jobs
Preferred work location	Kuruman Northern Cape

## Contacts and general information about me

Day of birth	1990-06-14 (34 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2012.09 iki 2019.04</b>
Company name	Rocomamas
You were working at:	Retail manager
Occupation	Manager
What you did at this job position?	Front of house manager
Working period	<b>nuo 2021.01 iki 2022.01</b>
Company name	Jump Mobile Mechanic
You were working at:	Sales administartor
Occupation	Service advisor
What you did at this job position?	responsible for creating quotes for clients, purchasing of car parts, organizing documents

Working period **nuo 2022.04 iki 2023.07**  
 Company name I-talk financial services  
 You were working at: Sales administartor  
 Occupation Administrator  
 What you did at this job position? Marking registers, over seeing debt buster calls, doing incentives and morning reports

**Education**

Educational period **nuo 2019.04 iki 2021.04**  
 Degree Certificate  
 Educational institution Iq academy  
 Educational qualification Public management  
 I could work Public administration

**Languages**

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

**Computer knowledge**

- Basic Microsoft Word
- Working collaboratively in Microsoft Word
- Basic Microsoft Excel
- Formulae and Functions in Microsoft Excel
- Basic Microsoft Outlook
- Basic Microsoft Power Points
- Using a calendar
- Managing my tasks
- Online Training
- Video confrencing
- Google drive
- Instant messaging
- Proofreading
- Online calls
- Minutes taking
- Using Web browser

**Recommendations**

Contact person Devin Lorance  
Occupation Retail Manager  
Company Rocomamas  
Telephone number 0845874038

Contact person Colin Shepherd  
Occupation CEO  
Company Jump Mobile Mechanics  
Telephone number 0682629804

Contact person Elizabeth dumagude  
Occupation HR Manager  
Company I-talk financial services  
Telephone number 0718652443

#### **Additional information**

Your hobbies Reading  
Writing  
Listening to music  
Driver licenses None  
Salary you wish 13000 R per month  
How much do you earn now 9000 R per month