



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 *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2012.09 iki 2019.04**

Company name Rocomamas

You were working at: Retail manager

Occupation Manager

What you did at this job position? Front of house manager

Working period **nuo 2021.01 iki 2022.01**

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