



Sisipho Mangqishi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Thank you for taking time to review my resume
am looking for a job that will enhance my skills, a job that will enable me to learn new things
everyday. i have more than 5 years experience, software expertise, networking, administration in
both private and government sector and also knowledge in law.

Preferred occupation

Data capturers

Administrative jobs

Network administrators

IT, computing jobs

Front Desk Agent

Administrative jobs

Medical receptionist

Medicine, healthcare, nursing jobs

Government jobs

Government jobs

Paralegals

Law, legal jobs

Preferred work location

Port Elizabeth

Eastern Cape

Pretoria / Tshwane

Gauteng

Durban City

KwaZulu-Natal

Bloemfontein

Free State

Contacts and general information about me

Day of birth

1992-11-13 (31 years old)

Gender

Female

Residential location

Port Elizabeth

Eastern Cape

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 2021.02 iki 2023.10**
Company name LEGALWISE
You were working at: Lawyers
Occupation Switchboard operator
What you did at this job position? Administrative & advice support functions by managing claims telephonic queries for the department.

Working period **nuo 2018.08 iki 2019.02**
Company name Nyandeni Local Municipality
You were working at: Government jobs
Occupation Messenger
What you did at this job position? Compiling & updating rate payer register, delivering rates door to door & marking vacant sites. capturing data, printing, scanning & photocopying

Working period **nuo 2014.11 iki 2015.10**
Company name PC Training & Business College with is now Richfield
You were working at: Administrators
Occupation BEMS Coordinator
What you did at this job position? Ensuring that all the study material has been uploaded on the college website, perform monthly acquisitions with my manager and keeping an electronic diary for him. verification of student scripts in all the campuses before issuing them back.

Education

Educational period **nuo 2023.04 iki 2023.06**
Degree Certificate
Educational institution Fortinet
Educational qualification Network Security Associate (NSE 1, 2 & 3)
I could work with anything that deals with network security to prevent cyber threats.

Educational period **nuo 2021.03 iki 2021.04**
Degree Certificate
Educational institution Cisco networking academy
Educational qualification Introduction to cybersecurity
I could work network administrator

Educational period **nuo 2012.02 iki 2014.04**
 Degree Diploma
 Educational institution PC Training & Business College with is now Richfield
 Educational qualification Diploma in Information Technology
 I could work Technician

Educational period **nuo 2008.01 iki 2010.11**
 Degree Grade 12 / Matric
 Educational institution Khanyisa High School
 Educational qualification matric
 I could work yes

Languages

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

Computer knowledge

Microsoft office
 Data analysis
 email
 cybersecurity
 cloud security
 data entry
 typing
 html
 software

Conferences, seminars

N/A

Additional information

Your hobbies Reading novels
 Sport
 Walks on the beach
 Politics

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2017-12-00 (6 years)

Salary you wish 18000 R per month

How much do you earn now

12000 R per month