



# 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 (32 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