



Kanya Dingezweni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative, keep the team motivated, creating incentive plans and goals, analyzing data and reports

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1993-05-14 (31 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
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 2021.01 iki 2023.04
Company name	Shoprite
You were working at:	Data capturers
Occupation	Data capturing
What you did at this job position?	Transfer data from hard copy to digital data, update customers information in a spreadsheet, verify outdated and make any necessary changes to records

Education

Educational period	nuo 2014.01 iki 2014.12
Degree	Grade 12 / Matric
Educational institution	Riverside S.S.S
Educational qualification	Grade 12
I could work	Yes i could work

Educational period **nuo 2016.01 iki 2016.08**
 Degree Certificate
 Educational institution Healthnicon private academy
 Educational qualification Community health care worker
 I could work Yes

Educational period **nuo 2018.01 iki 2021.12**
 Degree Diploma
 Educational institution Tshwane North college
 Educational qualification Diploma in management Assistant
 I could work Yes

Languages

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

Computer knowledge

Microsoft proficient (Word, excel, PowerPoint and access)

Recommendations

Contact person M.S Maganedis
 Occupation Admin Manager
 Company Shoprite
 Telephone number 073 944 6649
 Email address Maikemisetsomphange@gmail.com

Contact person Mr S.S Mofokeng
 Occupation Supervisor customer care
 Company City of Tshwane
 Telephone number 081 899 4237
 Email address Siphomofokeng@tshwane.gov.za

Additional information

Your hobbies Football
 Swimming
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2017-12-00 (6 years)
 Salary you wish R8000 R per month

How much do you earn now

R5000 R per month