



Cordelia Liganiso

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am Cordelia Liganiso 23 years old residing at Soweto and willing to travel.I take pride in being efficient and effective.I am a team player who goes above and above to get the job done.I started my internship with FAMOUS Brands in April as an administrator intern.I have acquired skills that will be useful in the Administration industry.I have grown fond of the job so much so I started assisting in New business administration.Famous brands has no room for absorption due to budget restraints but I am definitely an asset I would like to part of your team and grow under it just as I have grown the last couple of months.I am willing to learn and adapt as I am a flexible person.As young as I am I do have responsibilities and aspirations.Looking forward to hearing from you.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	2000-05-20 (24 years old)
Gender	Male
Residential location	Johannesburg 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 2023.04 iki 2023.10
Company name	Famous Brands
You were working at:	Operations Clerk
Occupation	Administrator
What you did at this job position?	Create Purchase Orders, Capturing credit against purchase invoices,Capduring invoices against purchase orders.Liasing with suppliers,drafting of fleet list,event planning.

Working period	iki 2023.12
Company name	Famous Brands
You were working at:	Quantity surveyor
Occupation	New business administrator
What you did at this job position?	Identify new business site, liase with franchise's, conduct status.

Education

Educational period	nuo 2023 iki dabar
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Languages

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

Computer knowledge

WORKFLOW

SAGE X3 ERP V12

SAGE 300

MS EXCEL

MS POWER POINT

MS WORD

Recommendations

Contact person	Lerato Rammego
Occupation	Senior Project Administrator
Company	Famous Brands
Telephone number	0116515965
Email address	lerato.rammego@famousbrands.co.za

Additional information

Driver licenses	None
Salary you wish	+R7000 R per month
How much do you earn now	R6000 R per month