Asanda Sibiya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a job I can offer administrative assistance on. I have exceptional organisation skills, time management, data capturing, I pay great attention to detail.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	2000-01-14 (24 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 2020.10 iki 2022.03**
Company name	KwaMzala Shoes
You were working at:	Shop assistants
Occupation	Retail Shop Assistant
What you did at this job position?	Explained product benefits maximising customer engagement while driving sales. • Explained information about quality, value and style of products to influence customer buying decisions. • Prepared products for sales floor, steaming and presenting items immaculately for appealing displays. • Educated customers on product and service offerings, engaging in special offers and promotions to increase sales.

Working period	**nuo 2022.11 iki dabar**
Company name	Bitophuti Projects
You were working at:	Administrators
Occupation	Virtual Offica Administrator
What you did at this job position?	Receive, redirect or respond to emails • Data Entry • Prepare, send or upload invoices and quotations • Schedule appointments • Receive and redirect external calls • Follow up on payment from clients • Direct queries from clients

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Windows

Microsoft Office

Microsoft Excel

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2020-03-00 (4 years)
Salary you wish	7000 R per month
How much do you earn now	5000 R per month