



Andisiwe Gqokoma

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I want to be a receptionist or any other job as long it will deal within computer and office work (Management Assistant)

Contacts and general information about me

Day of birth	1999-05-28 (25 years old)
Gender	Female
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 2023.05 iki 2024.10
Company name	Amandlokhokho funerals
You were working at:	Receptionists
What you did at this job position?	Typing obituaries, do quotations, do tombstones orders, do invoices, make payments and also printing documents

Education

Educational period	nuo 2021.02 iki 2022.11
Degree	Diploma
Educational institution	Lovedale Tvet College
Educational qualification	N6 doing my in-service training

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	good	good	good
English	good	good	good

Computer knowledge

Microsoft Word, Excel, PowerPoint and Publisher

Additional information

Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	3000 R per month