



Lithalethu Ouktavia Sonkosi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a job that will change my family's image for the better. A job where I know that Should Tomorrow arrive I won't be scared that it will be taken away from me due to retrenchment. Most importantly I am looking for a job that will challenge me everyday on my strengths , objectives and opportunities.

Preferred occupation	Government jobs Government jobs
	Receptionist Administrative jobs
	Administrators Administrative jobs
	Personal assistant Administrative jobs
	Waiters, waitresses Restaurant, bar service jobs
	Filing clerk Administrative jobs
Preferred work location	Cape Town Western Cape
	East London Eastern Cape

Contacts and general information about me

Day of birth	1998-04-20 (26 years old)
Gender	Female
Residential location	East London Eastern Cape
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 2017.04 iki 2021.11
Company name	Litha and liyas construction company
You were working at:	Construction manager
Occupation	Personal Assistant
What you did at this job position?	Filing taxes , setting up meetings , answering calls , attending meetings , client services

Education

Educational period	nuo 2012.01 iki 2016.11
Degree	Grade 12 / Matric
Educational institution	Stirling High School
Educational qualification	Matric
I could work	Yes

Educational period	nuo 2018.01 iki 2018.02
Degree	Certificate
Educational institution	International Tefl Institute
Educational qualification	English Certificate
I could work	Yes

Educational period	nuo 2022.09 iki 2022.09
Degree	Certificate
Educational institution	Nemisa
Educational qualification	Microsoft office 101
I could work	Yes

Educational period	nuo 2022.09 iki 2022.09
Degree	Certificate
Educational institution	Nemisa
Educational qualification	Microsoft Excel
I could work	Yes

Educational period	nuo 2022.10 iki 2022.10
Degree	Certificate
Educational institution	Nemisa
Educational qualification	Microsoft Power Bi
I could work	Yes

Educational period	nuo 2022.10 iki 2022.10
Degree	Certificate
Educational institution	Nemisa
Educational qualification	Microsoft Azure
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent

Computer knowledge

My Computer Knowledge is exquisitely amazing as I did a computer course on 4 majors such as :

Microsoft office 101

Microsoft Excel

Microsoft Power Bi

Microsoft Azure

In a Walter Sisulu University Program called Nemisa.

Recommendations

Contact person	Bandile Gavin Sonkosi
Occupation	Owner and Founder
Company	Litha and liyas construction company
Telephone number	0725519996
Email address	sonkosi.bandile@gmail.com

Additional information

Your hobbies	Reading Music
Driver licenses	None
Salary you wish	15000 R per month