



# 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	<b>Government jobs</b> Government jobs
	<b>Receptionist</b> Administrative jobs
	<b>Administrators</b> Administrative jobs
	<b>Personal assistant</b> Administrative jobs
	<b>Waiters, waitresses</b> Restaurant, bar service jobs
	<b>Filing clerk</b> Administrative jobs
Preferred work location	<b>Cape Town</b> Western Cape
	<b>East London</b> 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.04 iki 2021.11</b>
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	<b>nuo 2012.01 iki 2016.11</b>
Degree	Grade 12 / Matric
Educational institution	Stirling High School
Educational qualification	Matric
I could work	Yes

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

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

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

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

Educational period	<b>nuo 2022.10 iki 2022.10</b>
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