



Ida Msibi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have a National Diploma in Management Assistant, I'm looking for a job that related to my qualification e.g. admin clerk, filling clerk , data capturing but if currently what I'm qualified for is not available i can do general worker e.g cleaning or cashier even shop assistant.

| | |
|-------------------------|--|
| Preferred occupation | Filing clerk Administrative jobs |
| | Generals General jobs |
| | Cashiers Retail, store jobs |
| | Data capturers Administrative jobs |
| | Switchboard operator Administrative jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1992-01-01 (32 years old) |
| Gender | Female |
| Residential location | Delmas Mpumalanga |
| 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 2018.10 iki 2021.06 |
| Company name | Clientele insurance |
| You were working at: | Sales agent |
| Occupation | Selling insurance |
| What you did at this job position? | Selling funeral cover, data capturing and advising customers |

| | |
|------------------------------------|--|
| Working period | nuo 2015.11 iki 2018.02 |
| Company name | Lesedi Local municipality |
| You were working at: | Filing clerk |
| Occupation | Office assistant |
| What you did at this job position? | Filing documents, scan and mail, making copies, preparing reports, data capturing and answering incoming calls |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2012.02 iki 2014.06 |
| Degree | Diploma |
| Educational institution | Sedibeng college |
| Educational qualification | Management Assistant |
| I could work | Yes |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiZulu | fluent | fluent | fluent |
| English | fluent | fluent | fluent |

Computer knowledge

Micro soft word, excel, power point, onenote, office, email and internet

Recommendations

| | |
|------------------|---------------------------|
| Contact person | Mbali Hlumbane |
| Occupation | HR officer |
| Company | Lesedi Local municipality |
| Telephone number | 0164920068 |
| Contact person | Nkateko sibeko |
| Occupation | Regional manager |
| Company | Clientele insurance |
| Telephone number | 0764606144 |

Additional information

| | |
|---------------------|-------------------------------------|
| Your hobbies | Reading Watching tv and exercise |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2022-02-00 (2 years) |
| Salary you wish | 6000 R per month |