



Sandra Nyirenda

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job vacancy in the Administration field.

I am looking for switchboard operator, Administration clerk, Reception as well as call centre.

I am a young vibrant individual, good team player and very attentive to detail. Fast learner with a very good eye.

I like to keep things in order and also keep a neat and tidy area.

Preferred occupation	Customer care agent Administrative jobs
	Switchboard operator Administrative jobs
	Administrators Administrative jobs
	Government jobs Government jobs
Preferred work location	Johannesburg Gauteng
	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1997-01-14 (27 years old)
Gender	Female
Residential location	East Rand Gauteng
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 2016.01 iki 2016.12**
 Company name Mutingati projects
 You were working at: Filing clerk
 Occupation Administration
 What you did at this job position? Answering calls, taking messages for the necessary persons, photocopying and filing records. Receiving and sending emails

Working period **nuo 2018.01 iki 2020.03**
 Company name Aftercare assist
 You were working at: Aftercare assistant
 Occupation Aftercare assistant
 What you did at this job position? Assisted children from grades 1 to 9 with their homework and projects. Handled necessary administration of the aftercare such as payment recording, typing out letters.

Education

Educational period **nuo 2011.01 iki 2015.12**
 Degree Grade 12 / Matric
 Educational institution Benoni High School
 Educational qualification Matric
 I could work I obtained my matric and passed with a Bachelor's degree acceptance

Educational period **nuo 2017.01 iki 2017.12**
 Degree Certificate
 Educational institution Icollege
 Educational qualification Business Administration
 I could work After writing my exams and passing. I obtained my certificate

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	basic	good	basic
isiZulu	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
SiSwati	fluent	fluent	good

Computer knowledge

Microsoft word, Excel, PowerPoint, outlook,

Additional information

Your hobbies	My hobbies are reading, swimming, jogging, listening to music and hiking
Driver licenses	None
Salary you wish	R8500 R per month
How much do you earn now	R2500 R per month