



# Sinazo Xabanisa

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm looking for data collection, capturing, verification position.. I have strong analytical skill and strong accuracy experienced in Microsoft Package, Firefox, Ms Teams, Ms Outlook, Internet Explorer. I do record keeping reand filling of previously used data tools.

Involved in data cleaning and routine assessments

Conduct data capturing using various tools and systems namely, Zoho CRM, Tier. Net, EDrweb etc

I also studied HR Management up to N6

I did Leave Management

Employee Service Termination

Recruitment and selection

Salary Administration

Preferred occupation                      Data capturers  
Administrative jobs

Preferred work location                      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth                                      1984-10-16 (39 years old)

Gender    Female

Residential location                              Alice  
Eastern Cape

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
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## Additional information

Salary you wish                                      20 000 R per month

How much do you earn now                              18 000 R per month