



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 (40 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.*
[Sign in](#)

Additional information

Salary you wish 20 000 R per month

How much do you earn now 18 000 R per month