



# Akhona Sajini

Curriculum Vitae (CV)

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

I am a young hardworking, creative women who is looking for a better employment to an organization.

My skills are : -Communication skill

Creativity

Active listening

Team worker

I have experience in a administration environment and also finance department

I am also able to work under pressure when it is required

Preferred occupation	<b>Data capturers</b> Administrative jobs
	<b>general worker</b> Finance jobs
	<b>Generals</b> General jobs
	<b>Receptionist</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
Preferred work location	<b>Cape Town</b> Western Cape

## Contacts and general information about me

Day of birth	1995-12-20 (29 years old)
Gender	Female
Residential location	<b>Cape Town</b> Western 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 2022.11 iki dabar</b>
Company name	Grindrod logistics
You were working at:	Data capturers
Occupation	admin assistant
What you did at this job position?	Data Capturing, Filling, Answering incoming calls and emails , Assisting Supervisors with organizing meeting ,
Working period	<b>nuo 2020.03 iki 2022.03</b>
Company name	College of Cape Town
You were working at:	Debtors clerk
Occupation	Intern/Assistant
What you did at this job position?	Invoicing ,Debt collection, Creating journals, Completing petty cash

**Education**

Educational period	<b>nuo 2018.01 iki 2019.06</b>
Degree	Certificate
Educational institution	College of Cape town
Educational qualification	Higher Financial management

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent

**Additional information**

Salary you wish	9000 R per month
How much do you earn now	7000 R per month