



# 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

Data capturers  
Administrative jobs

general worker  
Finance jobs

Generals  
General jobs

Receptionist  
Administrative jobs

Filing clerk  
Administrative jobs

Preferred work location

Cape Town  
Western Cape

## Contacts and general information about me

Day of birth 1995-12-20 (28 years old)

Gender Female

Residential location Cape Town  
Western 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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**Work experience**

Working period **nuo 2022.11 iki dabar**  
 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 **nuo 2020.03 iki 2022.03**  
 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 **nuo 2018.01 iki 2019.06**  
 Degree Certificate  
 Educational institution College of Cape town  
 Educational qualification Higher Financial management

**Languages**

Language	Speaking level	Understanding level	Writing level
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