



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	<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 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