



Xolelwa Vitshima

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration clerk

Preferred occupation

Administrators
Administrative jobs

Government jobs
Government jobs

Preferred work location

East London
Eastern Cape

Contacts and general information about me

Day of birth

1992-05-06 (32 years old)

Gender

Female

Residential location

East London
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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Work experience

Working period

nuo 2022.07 iki 2024.06

Company name

Department of Social Development

You were working at:

Administrators

Occupation

Assistant Adiministratin Experiential Learner

What you did at this job position?

Changing banking details of employees. • Recruitment. • Capture housing. • Termination of employment • Capture PMDS SDIMS • Capturing attendance register on MIS system. • Assisted on capturing of leaves. • Assisted on authorizations COMPUTER PRACTICE • Assisted in typing reports (e.g. monthly, minutes, practitioner reports). • Assisted in typing memo and registers for service offices. • Assisted in receiving and sending emails

Education

Educational period **nuo 2020.01 iki 2022.07**
 Degree Certificate
 Educational institution King Hintsa TVET College
 Educational qualification Public Management N6
 I could work As administrator

Educational period **nuo 2018.01 iki 2018.12**
 Degree Grade 12 / Matric
 Educational institution King Hintsa TVET College
 Educational qualification NQF Level 4
 I could work With a team

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	very good	very good	very good
English	very good	very good	good

Computer knowledge

Computer Literacy Skills (MS Word,MS Exel,Browsing and Outlook)

Recommendations

Contact person Mr S Xabanisa
 Occupation HR Manager
 Company Department of Social Development
 Telephone number 0676672042
 Email address sikhumbule.xabanisa@ecdsd.gov.za

Contact person Ms M Tetani
 Occupation Lecturer
 Company King Hintsa TVET College
 Telephone number 0783994390
 Email address makaziwetetani@kinghintsacollege.co.za

Additional information

Your hobbies I like to interact with people.
 Surfing through the internet
 I like learning new things
 Driver licenses None
 Salary you wish 11000 R per month
 How much do you earn now 7200 R per month