



Sylvia Mantwa Shibambu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration post or drive post

I have matric and N6 in business management also license with PDP. I have good management skills, i have 3 years experience as manager in retail. I have worked in Sanlam for 3 years as financial administrator, am good in data capturing, sending emails, ordering stock and leading people. Not forgetting my communication skills. Am also good in promoting sales. And am a good driver.

I believe you should hire me because i have N6 in business management and also have good experience as manager and admin. And i also have license C1 with PDP so i will be an assets to the company.

Preferred occupation	Administrative jobs
Preferred work location	Potchefstroom North West

Contacts and general information about me

Day of birth	1990-05-25 (34 years old)
Gender	Female
Residential location	Potchefstroom North West
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 2018.01 iki 2020.02
Company name	Sanlam
You were working at:	Financial planning consultant
Occupation	Administration
What you did at this job position?	Data capturing, answering calls,sending emails,scheduling meetings,ordering products

Education

Educational period	nuo 2022.01 iki 2024.07
Degree	Diploma
Educational institution	Vuselela fet college
Educational qualification	N6 in business management
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent

Computer knowledge

Microsoft office, power point, excelle, word

Conferences, seminars

No

Recommendations

Contact person	Mulutsi
Occupation	Manager
Company	IEC
Telephone number	0793381540
Email address	mantwa753@gmail.com

Additional information

Your hobbies	I like reading and travelling
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2012-09-00 (12 years)
Salary you wish	9000 R per month
How much do you earn now	9000 R per month