



Linda Fihliwe Godi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an adult female, 45 years of age. I have 13 years working experience in Government. My strength is in my logical and analytical thinking and also in my problem solving method. Acquired skills and tactics of dealing with people from diverse cultures and background is the backup of my strength. I am a hard worker and also a fast learner. I always treat my employer and clients with dignity and respect. I am confident that given the opportunity I can deliver the best.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Witrivier Mpumalanga

Contacts and general information about me

Day of birth	1971-04-18 (53 years old)
Gender	Female
Residential location	Hazyview Mpumalanga
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 1998.01 iki 2009.01
Company name	Department of Home Affairs
You were working at:	Administrators
Occupation	Administrative Officer
What you did at this job position?	Civic Affairs, finance, registry, provisioning administration
Working period	nuo 2014.01 iki 2016.05
Company name	Department of Education
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	Administration, finance, logistics support services

Education

Educational period	nuo 1996.01 iki 1997.06
Degree	Certificate
Educational institution	Rand Afrikaans University
I could work	Admin, finances, reception

Languages

Language	Speaking level	Understanding level	Writing level
Xitsonga	fluent	fluent	fluent
isiZulu	good	good	basic

Computer knowledge

I have computer basic knowledge in the following programs: Ms Word, Excel, Powerpoint.

Conferences, seminars

- New comers course - 1998
- Customer care and telephone etiquette - 1998
- Public finance management -2000
- Performance management and development system - 2008
- Whistle blowing - 2006
- Pro-quote - 2005
- Revitalization of batho pele - 2007
- Revenue management - 2004
- Toning of the SCOA items - 2003
- Client relations - 2001
- Introduction to budgeting and financial control measures - 2002
- Receipt capturing - 2007
- Certificate in budgeting - 2008
- Certificate of appreciation - outstanding female employee st DO Hazyview - 2005

Recommendations

Contact person	Nkosi Michelle Getrude
Occupation	Labour Relations Officer
Company	Department of Education
Telephone number	082 821 5330

Additional information

Your hobbies	Singing Travelling
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Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1994-08-00 (30 years)
Salary you wish	18 000 R per month
How much do you earn now	11 933 R per month