



# Siphso Mambalu

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am an hard working person, easy and used to work under pressure, easily to connect with people  
Im working with but main point is that what connects us is work only and get the work done.

I did human resource management N4,N5,N6. Worked at build it as a sales person, did my  
practicals at Tower Hospital mental institution in Fortbeaufort for a period of 5months,

I am flexible enough if there are other positions available.

Currently I am working for an individual business man/ Advocate as Personal Assistant.

Preferred occupation	Other jobs Other jobs
	Car drivers Driver jobs
Preferred work location	East London Eastern Cape
	Port Elizabeth Eastern Cape

## Contacts and general information about me

Day of birth	1991-10-17 (32 years old)
Gender	Male
Residential location	Grahamstown Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2015.09 iki 2016**  
 Company name M&M Advocate Office  
 You were working at: Lawyers  
 Occupation Advocate's P.A  
 What you did at this job position? typing, managing corresponding with clients, updating diary, writing notes in consultations and managing travelling budgets.

**Education**

Degree Certificate  
 Educational institution East Cape Midlands College  
 Educational qualification Matric certificate, N4, N5 and N6 Human Resource Management  
 I could work under pressure, over times as long the task is going to be completed

**Languages**

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

**Computer knowledge**

Successfully completed end user computer literacy at Awona Empowerment Technologies. Skills Achieved:

- Ms word 2007
- Ms word advance course
- Ms office - Administration
- Ms excel
- Power point and Email & Internet

**Recommendations**

Contact person Advocate Mpahlwa  
 Occupation Manager/Boss  
 Company M&M Advocate Office  
 Telephone number 079 378 9940  
 Email address advocatemxm@gmail.com

**Additional information**

Your hobbies Listening to music, cooking, watching news and playing cricket.  
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from	2016-06-00 (8 years)
Salary you wish	7,500 -8000 R per month
How much do you earn now	5000 R per month