



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 (33 years old)
Gender	Male
Residential location	Grahamstown Eastern 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 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