



# Sindisiwe Mpanza

Curriculum Vitae (CV)

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

I'm looking for Switchboard.I'm the bilingual lady who worked for the Company called Valorsafety for 6years working as a Girl Friday.The reason why u should hire me is because I'm hard worker end willing to learn from other people (colleagues).I'm respectfull person at the same time don't want people to do what I don't like.I'm a mother of two boys who I look after which is a Grade 12 and GRade 9. I will be be very thankfull and appreciate if my application is successfull.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1969-05-15 (55 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2008.03 iki 2014.02</b>
Company name	Valorsafety (BEE)
You were working at:	Administrators
Occupation	Receptionist
What you did at this job position?	Receiving call, invoicing,Grvieng,doing stock taking, Filling

## Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	very good	very good	very good

## Recommendations

Contact person	Phambili Sikhosana
Occupation	Office Manager
Company	Valorsafety
Telephone number	0748988628

#### **Additional information**

Your hobbies	Going to church, watchinh movies with my family, reading
Driver licenses	None
Salary you wish	+ -7000.00 R per month
How much do you earn now	n/a R per month