



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 6 years working as a Girl Friday. The reason why you should hire me is because I'm a hard worker and willing to learn from other people (colleagues). I'm a respectful person at the same time I 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 very thankful and appreciate if my application is successful.

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> Sign in

Work experience

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

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