



Lindiwe Msomi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administration or Clerk because I'm good working with people I'm a fast learner, I know how to meet my dead lines and I'm read to learn more.

Preferred occupation	Wage Clerk Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1982-07-31 (41 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2014.03 iki 2015.08
Company name	Workforce
You were working at:	Agents
Occupation	Wage Clerk
What you did at this job position?	Capturing, printing payslips, printing invoices, petty cash and queries

Education

Degree	Grade 10
Educational institution	Chiawelo adult centre
I could work	As an administrator or Clerk

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent

English	very good	very good	very good
isiXhosa	good	good	basic

Computer knowledge

I know how to use a computer the outlook, excel, word and internet and I'm looking forward to learn more about it.

Recommendations

Contact person	Creswell Barends
Occupation	Operation manager
Company	Workforce
Telephone number	0112265940
Email address	creswellb@workforce.co.za

Additional information

Your hobbies	Listening to music, watching movies and reading magazine's
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	6500 R per month