



Tabisa Fana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin Job..I have done computer Literacy (CAT) for 3year so am very familiar with computer, 2ndly Admin Job needs people who can work under pressure, fast, dedicated and hard work and am the exact person. I have worked as data capturer and done most admin work on the previous companies I have worked for and I was happy with my work so are my bosses. I dnt disappoint and u will never regret yourself for hiring me

Preferred occupation	Administrators Administrative jobs
Preferred work location	East London Eastern Cape

Contacts and general information about me

Day of birth	1990-09-19 (34 years old)
Gender	Female
Residential location	East London 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 2015.10 iki 2016.07
Company name	Roshcon rotex industry under agent "staff U Need"
You were working at:	Electricians
Occupation	Data capturer, Gpsing"long &latitude pos", house connection
What you did at this job position?	Gpsing long&latitude positions, Maps, house connection, capturing data

Working period **nuo 2014.02 iki 2014.06**
 Company name oceanwise
 You were working at: Fisheries Biologists
 Occupation data capturer and Feedstore assistant superviour
 What you did at this job position? capturing all the stock, different fish food for all sizes, calculate the cost, how much food is used daily weekly n monthly and balance my sum then submit..also assist Feed store Supervisor in his absence

Education

Educational period **nuo 2005.01 iki 2010.12**
 Degree Grade 12 / Matric
 Educational institution n/a
 Educational qualification Senior Certificate (grade12)
 I could work admin and electrical artisan

Languages

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

Computer knowledge

Microsoft word, Ms Access (database), Excel, Publisher, PowerPoint and etc. Windows Xp 2008 & Windows vista 2010

Conferences, seminars

Patricia Mdashe Nofumba..Computer teacher.

Recommendations

Contact person desiree manus and Mteteleli Retshe
 Occupation safety officer and supervisor
 Company eskom roshcoh rotex industry
 Telephone number 0842545576 and 0730480223/0437482728 office

Contact person Liam Ryna
 Occupation Managing Director
 Company oceanwise
 Telephone number 0710271644/0437028209 office

Additional information

Your hobbies Reading novels and magazines, Singing and TV shows

Driver licenses	None
Salary you wish	R7/8000 R per month
How much do you earn now	R0.00 R per month