



# Phindile Sithole

Curriculum Vitae (CV)

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

I am looking for a position in administration, hence I have done a Data Capturing course at Quest skills and computer training center and I have been working at an internet cafe and game zone for the past six years. I believe the skills and experience I have gained during these years make me a potential candidate for any administration duties.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Johannesburg<br>Gauteng               |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1986-04-14 (38 years old)   |
| Gender               | Female  |
| Residential location | Johannesburg<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2011.02 iki dabar</b>  |
| Company name                       | Safe pro tech cafe  |
| You were working at:               | Administrators  |
| Occupation                         | Sales Assistant   |
| What you did at this job position? | Assisting customers with internet and games also typing, faxing, scanning and emailing. |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2003.01 iki 2003.12</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | Mafori Mphahlele High School   |
| Educational qualification | Matric Certificate NQF level 4 |
| I could work              | Immediately                    |

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| English         | fluent                | fluent                     | fluent               |

**Recommendations**

|                  |                      |
|------------------|----------------------|
| Contact person   | Tshepo Mohale        |
| Occupation       | Owner                |
| Company          | Safe pro Tech cafe   |
| Telephone number | 0814006164           |
| Email address    | techport20@gmail.com |

**Additional information**

|                          |                                   |
|--------------------------|-----------------------------------|
| Your hobbies             | Reading, researching and singing. |
| Salary you wish          | R8000 R per month                 |
| How much do you earn now | R0000 R per month                 |