



# Sibonelo Manana

Curriculum Vitae (CV)

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

I'm a hard worker with good listening skills, interpersonal skills, good communication skills and writing skills. I'm a self-motivated and energetic team player who is passionate, result orientated and can prioritize

Preferred occupation

**Secretaries**  
Administrative jobs

**modeling acting**  
Media, journalism jobs

**Part time jobs**  
Part time, weekend jobs

**Receptionists**  
Hotel jobs

**Banking**  
Finance jobs

**Air hostess Flight attendant Cruiseship atten**  
Other jobs

**customer service call center**  
Other jobs

Preferred work location

**Johannesburg**  
Gauteng

**East Rand**  
Gauteng

**West Rand**  
Gauteng

## Contacts and general information about me

Day of birth 1990-04-22 (34 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 2016.09 iki dabar**  
 Company name FNB connect  
 You were working at: Agents  
 Occupation Sales Consultant  
 What you did at this job position? selling FNB sim connect and mobile devices & customer retention (retained customers)

Working period **nuo 2014.01 iki 2015.02**  
 Company name Liberty Life  
 You were working at: Telemarketers  
 Occupation Sales Consultant  
 What you did at this job position? selling funeral cover

Working period **nuo 2013.05 iki 2013.11**  
 Company name Circle Finance  
 You were working at: Telemarketers  
 Occupation Sales Consultant  
 What you did at this job position? offering short term loans to new clients

Working period **nuo 2012.11 iki 2013.04**  
 Company name Luxuri8 Beauty & Spa  
 You were working at: Nail technicians  
 Occupation Nail Technician & Makeup Artist  
 What you did at this job position? nail technician

Working period **nuo 2011.02 iki 2011.10**  
 Company name ebuKhosini Day Spa  
 You were working at: Nail technicians  
 Occupation Makeup Assistance  
 What you did at this job position? doing make-up for weddings, events and customers

**Education**

Educational period **nuo 2009.01 iki 2009.12**  
 Degree Grade 12 / Matric  
 Educational institution Rand Girls School  
 Educational qualification Matric Certificate

Educational period	<b>nuo 2017.05 iki dabar</b>
Degree	Certificate
Educational institution	Oxbridge Academy
Educational qualification	Executive Secretary (Personal Assistant)
I could work	receptionist , personal assistant

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	good	good	good
Afrikaans	basic	good	good
Sesotho	basic	good	basic
Setswana	basic	good	basic

### Computer knowledge

Microsoft Office. Virtually all workers have some familiarity with Microsoft Word. Spreadsheets. PowerPoint. Microsoft Access. QuickBooks. Email. Web and Social Skills. Graphic and Writing Skills

### Recommendations

Contact person	Andrew Pandaro
Occupation	Sales team leader
Company	FNB connect
Telephone number	0748718660
Email address	Pandaro.Andrew@fnb.co.za
Contact person	Mbeko Hadebe
Occupation	Supervisor
Company	Circle Finance
Telephone number	073 671 6207
Contact person	Tracey Sibeko
Occupation	Owner
Company	Luxuri8 Beauty & Spa
Telephone number	0727747403
Email address	traceysibeko87@gmail.com

### Additional information

Your hobbies	Dancing Writing Poetry
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	Singing Acting Modelling
Driver licenses	None
Salary you wish	6000-12000 R per month
How much do you earn now	8500 R per month