

Valencia Tshaka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for admin job. I'm a fast learner I can work with a team I'm a good listener I'm Willing to work overtime if its necessary.

Preferred occupation Administrators

Administrative jobs

Preferred work location Johannesburg

Gauteng

Contacts and general information about me

Day of birth 1979-07-07 (45 years old)

Gender Female

Residential location Johannesburg

Gauteng

Telephone number Information is available only for registered users.

Sign in

<u>Sign in</u>

Work experience

Working period **nuo 2007.02 iki 2009.09**

Company name Nampak tubes and tubs

You were working at: Pickers, packers

Occupation Laminator

What you did at this job position? Packer and make sure the product is correct

Working period **nuo 2012.08 iki 2017.03**

Company name Kevro Pty Ltd

You were working at: Accountants

Occupation Filing clerk

What you did at this job position? Capturing and filing documents attending emails

Education

Educational period **nuo 1995.01 iki 1997.12**

Degree Grade 12 / Matric

Educational institution Ndabankulu senior secondary school

Educational qualification Biology, English, Xhosa, Agriculture, Geography, History

Languages			
Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiXhosa	good	very good	very good
Sepedi	basic	basic	basic

Computer knowledge

Ms word, Ms excellent, power point, Windows

Recommendations

Contact person Lufuno Makuya
Occupation Bookkeeper

Company Kevro

Telephone number 011 457 8716

Email address Lufuno@kevro.co.za

Additional information

Your hobbies I love reading, listening to radio and watch television

Salary you wish R5000 R per month