



# Sifundo Ngobese

Curriculum Vitae (CV)

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

Young, dynamic and energetic person seeking for the challenging and rewarding opportunity to demonstrate intellectual abilities and make positive contribution to your organisation.

Preferred occupation	Systems Administrator Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1994-03-22 (30 years old)
Gender	Male
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2013.04 iki 2018.07</b>
Company name	Shoprite Distribution Center
You were working at:	Administrators
Occupation	Systems Administrator
What you did at this job position?	<ul style="list-style-type: none"><li>• Renders all general and financial administration/ clerical on system (capturing, invoicing, controlling and ordering of consumable/stationery)</li><li>• Month end reports and Accruals/provisions</li><li>• Reports done via system 'Shop 6</li><li>• Renders administration support and undertake general office duties, including written correspondence, telephone communication, faxing and emailing reports</li><li>• Controlling the stock movement – inbound and outbound</li><li>• Ordering of stock, capturing and recording, compiling reports, reconciliation and controlling returns</li><li>• Stock take, scanning and stock controller</li><li>• Co-ordinating suppliers uplifts returns</li><li>• Daily stats, filling and reports</li></ul>

## Education

Educational period	<b>nuo 2011.01 iki 2012.01</b>
Degree	Grade 12 / Matric
Educational institution	Glenhaven Secondary School
Educational qualification	Matric
I could work	yes

### Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiZulu	good	good	good

### Computer knowledge

introduction and Intermediate- Ms Word, Ms Power Point, Ms Excel,  
Speed Typing, Multimedia and Internet browsing

### Conferences, seminars

KZN Computer Training Centre  
Year of study: 2016

### Additional information

Your hobbies	Soccer
Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	6000 R per month