



# Esther Sibongile Phoko

Curriculum Vitae (CV)

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

Data capture

Dedication.

I am trustworthy hard worker

A very creative patience person

I am very eager to learn and If I don't understand I m not scared to ask.

Problem solver

Preferred occupation

**Data capturers**

Administrative jobs

**Filing clerk**

Administrative jobs

**Generals**

General jobs

Preferred work location

**Witbank**

Mpumalanga

**Acklanpark**

Gauteng

## Contacts and general information about me

Gender

Female

Residential location

**Middelburg**

Mpumalanga

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 2003.03 iki 2017.07**

Company name Stevetshwete Local Municipality

You were working at: Generals

Occupation Library Assistant Grade 1

What you did at this job position? o Make sure that all the machines are operating well and well serviced o Make sure that the photocopy is neat o Answering calls o Attending meetings when having different activities/campaigns and compiling the minutes submit to the executive manager. o Ordering the cartridge for the photocopy machine when its finish o Liaise with the provincial Library in terms of their photocopy machine, books etc. o Taking care of the campaigns, schools pre-schools and farm schools o Visit the clinic in terms of educating the community with different types of diseases depending on the theme for the month. o Compiling the reports after every campaign. o Keeping all the records from the library.

### Education

Educational period **nuo 1999.03 iki 2005.06**

Degree Certificate

Educational institution Damelin Computer School

Educational qualification Certificate

I could work At the office

Educational period **nuo 2007.08 iki 2008.06**

Degree Certificate

Educational institution Microsoft Office Proffessional

Educational qualification Certificate

I could work With Computers

### Languages

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

### Computer knowledge

Introduction Personal in Computing for Windows

Fundamentals of Microsoft

Microsoft Office XP Core Level

Excel

Word

Windows

Power Point

Microsoft Office Professional

**Conferences, seminars**

I attend the course for KOGA system for capturing the new books on the system-2010  
Attend SLIMS that was the new system to upgrade the latest system for new books save and check title and authors reference of the books-2015.

**Recommendations**

Contact person	Nathaniel Sibanda
Occupation	Superintendent Security Department
Company	Stevetshwete Local Municipality
Telephone number	0132497037
Email address	nsibanda@stlm.gov.za

Contact person	Siyabonga Masuku
Occupation	Student
Company	University of Johannesburg
Telephone number	0723924333
Email address	siyabongam07@gmail.com

**Additional information**

Your hobbies	Love cooking Walking around the block Visit homebase care centre
Driver licenses	EC1 Articulated Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-09-00 (7 years)
Salary you wish	12000 R per month