



# Funeka Lubinda

Curriculum Vitae (CV)

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

I'm kind, obedient and self motivated introvert. A very organized person who does not mind routine tasks and who is always positive in what she does.

As a recent college student I'm aware that I lack in work experience but I'm willing to learn, work hard and do my best in helping achieving any organisation's goals.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Operations Clerk</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
	<b>Dispatchers</b> Administrative jobs
	<b>Bookkeeper</b> Administrative jobs
Preferred work location	<b>Pretoria / Tshwane</b> Gauteng
	<b>Upington</b> Northern Cape
	<b>Bloemfontein</b> Free State
	<b>Witbank</b> Mpumalanga
	<b>Cape Town</b> Western Cape

## Contacts and general information about me

Day of birth	1994-01-13 (30 years old)
Gender	Female
Residential location	Cape Town Western Cape

Telephone number

*Information is available only for registered users.*  
[Sign in](#)

Email address

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### Education

Educational period **nuo 2016.01 iki 2017.06**  
Degree Certificate  
Educational institution West Coast College  
Educational qualification National N Diploma: Management Assistant (N4-N6)

Educational period **nuo 2008.01 iki 2012.11**  
Degree Grade 12 / Matric  
Educational institution Sizimisele Technical High  
Educational qualification National Senior Certificate

### Languages

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

### Computer knowledge

MICROSOFT OFFICE

\* Microsoft Word

\* Excel

\* Microsoft PowerPoint

### Additional information

Your hobbies Reading, playing games and outdoors.

Driver licenses None