



Believe Life Sithole

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for administration work in order for me to grow in this career path and someday be one of the Executive secretary in a company that will allow me to reach my full pontetial and live a professional and affordable life doing my favorite job in my favorite field. I have 18 months experience as an admin clerk and secretary

Preferred occupation	Administrators Administrative jobs
	Car drivers Driver jobs
	Secretaries Administrative jobs
	Receptionist Administrative jobs
	Data capturers Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng
	East Rand Gauteng
	Mbombela / Nelspruit Mpumalanga

Contacts and general information about me

Day of birth	1993-02-16 (31 years old)
Gender	Male
Residential location	Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2015.06 iki 2016.12**
 Company name Department of agriculture
 You were working at: Secretaries
 Occupation Secretary

Education

Educational period **nuo 2011.06 iki 2012.11**
 Degree Diploma
 Educational institution Letaba FET
 Educational qualification Management assistant N6
 I could work Admin clerk/data capture/receptionist/secretary/PA

Languages

Language	Speaking level	Understanding level	Writing level
Xitsonga	fluent	very good	very good
English	very good	very good	very good
Sepedi	good	very good	basic

Computer knowledge

Good computer skills
 -microsoft word
 -excel
 -powerpoint
 -access

It was a major subject from grade 12 into my management assistant course

Recommendations

Contact person Patrick nyathi
 Occupation Communication officer
 Company Department of agriculture in bushbuckridge
 Telephone number 0791288929

Additional information

Your hobbies Reading the news online
 Playing chess
 Playing football
 Listening to music
 Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 2014-03-00 (10 years)

Salary you wish 8000 R per month

How much do you earn now 6000 R per month