



Sibongile Radebe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a Data Capturer graduate with a Diploma which I completed in 2009. Since then I have held a job at an installation company where I worked as a Receptionist, which has helped me to understand more the work of frontline office. I am computer literate, I also enjoy learning new things and I am a fast learner. I am looking for a position that will allow me to use my experience in the administration field, I am also ready to take on increased responsibilities. I am a people's person, I like to work with people and if I could not, it would be difficult.

Preferred occupation	Generals General jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1984-12-18 (40 years old)
Gender	Female
Residential location	East Rand 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 2011.02 iki 2015.12
Company name	Mohlapho Installations
Occupation	Receptionist
What you did at this job position?	Filing, receiving and making calls for all correspondance, claiming for incentives and doing all other receptionist duties.

Education

Educational period	nuo 1999.01 iki 2004.12
Degree	Grade 11
Educational institution	Petit high school

Educational period	nuo 2005.02 iki 2009.11
Degree	Diploma
Educational institution	Universal college Outcomes (Benoni)
Educational qualification	Data capturer
I could work	Data capturer, Receptionist and any other General Work

Languages

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

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Salary you wish	R7500 R per month
How much do you earn now	R0 R per month