



# 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 (39 years old)
Gender	Female
Residential location	East Rand Gauteng
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 2011.02 iki 2015.12</b>
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	<b>nuo 1999.01 iki 2004.12</b>
Degree	Grade 11
Educational institution	Petit high school

Educational period	<b>nuo 2005.02 iki 2009.11</b>
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