



# Zonke Sikiti

Curriculum Vitae (CV)

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

I am a very outspoken person that works well with people of all walks of life.

I am very dedicated and always ensure that work is done efficiently, effectively and on time at all times.

I always ensure that i learn as much as i can in order to better my understanding of job as well as to come up with ideas on how i can improve myself and better my job skills in that particular post. I am a respectful person that loves to be given respect at all times. I believe that if we all respect each other, our working environment will be a wonderful space to work in, which in turn motivates one to get up every morning and go to work. I am currently assisting with administrative work at my current job. I would love the opportunity to move onto a bigger space and bigger company where the experience of learning more than i already know is vast.

Preferred occupation	<b>Data capturers</b> Administrative jobs
	<b>Administrators</b> Administrative jobs
	<b>Secretaries</b> Administrative jobs
Preferred work location	<b>East London</b> Eastern Cape

## Contacts and general information about me

Day of birth	1990-09-29 (33 years old)
Gender	Female
Residential location	<b>East London</b> Eastern Cape
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 **nuo 2016.07 iki 2018.02**  
 Company name Kalolisi Investments  
 You were working at: Data capturers  
 Occupation Data capturer  
 What you did at this job position? - Capturing Human Resource (HR) files using their Persal no. according to their Districts. - Capturing of Loose Correspondences (LCs). - Capturing Payment Vouchers (PVR) according to their Financial Years. - Managing Storage Boxes if storage is not closed by previous user. - Doing Quality Assurance (Box QA) for each storage box done. - Doing File Preparation for National Minimum Information Requirement (NMIR). - Doing NMIR File Checking according to the Checklist.

Working period **nuo 2018.08 iki 2019.03**  
 Company name Sinomonde Primary School  
 You were working at: Trainers  
 Occupation Grade R Assistant  
 What you did at this job position? - Assist teachers with classroom activities. - Observing how teacher addresses the class. - Assist teachers with providing learners with classroom material.

Working period **nuo 2019.04 iki dabar**  
 Company name Sinomonde Primary School  
 You were working at: Other jobs  
 Occupation Learner Support Agent  
 What you did at this job position? - Assisting learners holistically. - Arranging home visits. - Assisting learners where social grants are being misused at home. - Providing food parcels to learners. - Assist learners with obtaining birth certificates

**Education**

Educational period **nuo 2019.01 iki dabar**  
 Degree Diploma  
 Educational institution Buffalo City FET College  
 Educational qualification Management Assistant  
 I could work I could work as an Executive Assistant, Personal Assistant, Office Manager, Front Desk Receptionist, Administrative Clerk

**Languages**

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

**Computer knowledge**

- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint
- Internet Explorer

- Microsoft Word  
**Recommendations**

Contact person	Mr. Sakhumzi Boo
Occupation	Project Manager
Company	Kalolisi Investments
Telephone number	081 471 6153

Contact person	Mr. V Nkohla
Occupation	Principal
Company	Sinomonde Primary School
Telephone number	043 736 9880

**Additional information**

Your hobbies	I love netball I love relaxing in a quiet space
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2019-04-00 (5 years)
Salary you wish	15000 R per month
How much do you earn now	4000 R per month