



# Siyanda Mbatha

Curriculum Vitae (CV)

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

Good day sir/ madam

I am looking for admin, clerk, storeman, asset clerk, demand clerk, pro pa, secretary, finance clerk, record keeping clerk, data captur, registration clerk. I have skills namely, creative, computer ( microsoft office and micro soft excell) skills, typing, numeracy, good personal, good problem solving, reliable, hard worker, eager to learn new things, bubbly personality, fast learner, caring, i love to work with people, i can work well individually and i can also work with the team, i always follow the rules, i always finish what i started, i deliver exceptional results. I also have a retail experience i once worked at shoprite as a merchandiser reason for leaving, further studies.

Preferred occupation

Data capturers  
Administrative jobs

Real estate agent  
Sales jobs

Generals  
General jobs

Promoters  
Sales jobs

Wholesaler  
Sales jobs

Part time jobs  
Part time, weekend jobs

Preferred work location

Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth

1994-11-08 (30 years old)

Gender

Male

Residential location

Johannesburg  
Gauteng

Telephone number

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

Email address

*Information is available only for registered users.*  
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**Work experience**

Working period **nuo 2017.08 iki 2018.01**  
 Company name Shoprite  
 You were working at: Shop assistants  
 Occupation Perishable assistant  
 What you did at this job position? Stock taking, counting the stock, receiving the stock, packing the stock, marking down the stock.

Working period **iki 2019.06**  
 Company name Mccord provincial eye hospital  
 You were working at: Jobs for students  
 Occupation Scm clerk  
 What you did at this job position? SCM Clerical

**Education**

Educational period **nuo 2015.02 iki 2017.06**  
 Degree Certificate  
 Educational institution Berea technical college  
 Educational qualification Public management N5  
 I could work Yes

**Languages**

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

**Computer knowledge**

Operating systems (Windows and MacOS)  
 Office suites (Microsoft Office, G Suite)  
 Presentation software (PowerPoint, Keynote)  
 Spreadsheets (Excel, Google Spreadsheets, etc.)  
 Communication and collaboration tools (Slack, Skype, etc.)

**Recommendations**

Contact person	Ms Mali
Occupation	HR
Company	McCord Provincial Eye Hospital
Telephone number	0312684902

#### **Additional information**

Your hobbies	Soccer, marketing, reading, internet browsing
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	Non R per month