



Andile Sicelokuhle Gcaba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Sir/Madam

I would like to apply for the Admin Clerk or other relevant positions at your organisation.

I have thirty weeks work experience from five different organisations during the past three years. I've always enjoyed working with people and I think my previous work experience will allow me to work as part of the team, and to be an effective representative of your work organisation. I've passed the Certificate in Business Administration, Higher Certificate in Business Administration, Diploma in Business Administration and a Boiler Attending Certificate.

I've obtained a distinction in Business Information Systems and am excellent when working with computers. I have accomplished, reliable record keeping skills when studying the Bookkeeping and Accounting modules during my past four years of studying. I've also obtained good logistic, supply chain management, office etiquette skills and excellent customer care during my twenty six weeks work experience. Working at Tongaat SAPS, built insight within me, gave me a chance to deliver in required expectations on time, accurately and gained knowledge and skills. During my two weeks at John Thompson, I have obtained the Boiler Attending Certificate, which founded me and raised insights towards the boilers' industry.

I am available for interview at any time, during and post the lockdown pandemic even if it means to relocate nationally and I can start work immediately. You may ask for references from the organisations where I did Work Integrated Learning , and Customer Assistant position At Woolworths Lifestyle and Kingshaka International Airpot. You may also contact John Thompson Boilers for reference where I completed the Boiler Attending Theory and Practical training course.

Please find enclosed a copy of my Resume for more information.

Preferred occupation

Administrators
Administrative jobs

Secretaries
Administrative jobs

Switchboard operator
Administrative jobs

Operations Clerk
Administrative jobs

Receptionist
Administrative jobs

Personal assistant
Administrative jobs

Filing clerk
Administrative jobs

Bookkeeper
Administrative jobs

Front Desk Agent
Administrative jobs

Car drivers
Driver jobs

Sales administartor
Sales jobs

Receptionists
Hotel jobs

Computer operator
IT, computing jobs

Florists
Retail, store jobs

Store person
Retail, store jobs

Shop assistants
Retail, store jobs

Pickers, packers
Labour jobs

HR intern
Management, human resources jobs

Office manager
Other jobs

Part time jobs
Part time, weekend jobs

Jobs for students
Student jobs

Generals
General jobs

Preferred work location

Durban City
KwaZulu-Natal

Johannesburg

Gauteng

Pretoria / Tshwane
Gauteng

Mbombela / Nelspruit
Mpumalanga

Piet Retief
Mpumalanga

Cape Town
Western Cape

East London
Eastern Cape

Port Elizabeth
Eastern Cape

Umtata / Mthatha
Eastern Cape

Port St Johns
Eastern Cape

North Coast
KwaZulu-Natal

South Coast (Ugu)
KwaZulu-Natal

West Suburbs
KwaZulu-Natal

Midlands
KwaZulu-Natal

South Suburbs
KwaZulu-Natal

North Suburbs
KwaZulu-Natal

Contacts and general information about me

Day of birth	1993-07-02 (31 years old)
Gender	Male
Residential location	Durban City KwaZulu-Natal
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

Additional information

Salary you wish	R5500 R per month
How much do you earn now	R3500 R per month