



# 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	<b>Durban City</b> KwaZulu-Natal
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>

**Additional information**

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