



Vuyiswa Cele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I AM LOOKING FOR ANY JOB THAT MIGHT BE AVAILABLE FOR ME I AM WILLING TO WORK ANY TIME

IM A HARD WORKER

I CAN START IMMEDIATELY

IM WILLING TO SETTLE FOR ANYTHING

Preferred occupation **Jobs for students**
Student jobs

Generals
General jobs

Filing clerk
Administrative jobs

Data capturers
Administrative jobs

Preferred work location **Durban City**
KwaZulu-Natal

South Coast (Ugu)
KwaZulu-Natal

Contacts and general information about me

Day of birth 1996-05-02 (28 years old)

Gender Female

Residential location **Durban City**
KwaZulu-Natal

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

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

Work experience

Working period **nuo 2018.03 iki 2018.10**
 Company name SCHOOL
 You were working at: Part time jobs
 Occupation FILLING CLERK
 What you did at this job position? I WAS SORTING OUT FIILES MAKING SURE THAT EVERYTHING IS CORRECT REGARDS TO FINANCIAL RECORDS

Education

Educational period **nuo 2019.02 iki 2019.12**
 Degree Certificate
 Educational institution RICHFIELD GRADUATE INSTITUTION OF TECHNOLOGY
 Educational qualification HIGH CERTIFICATE IN OFFICE ADMINISTRATION
 I could work AT OFFICE, AS A FIILING CLERK, DATA CAPTURING ,

Languages

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

Computer knowledge

Microsoft is how all text documents are put to gether . the most powerful computer programmed is Microsoft excel . Microsoft office is a basic requirements for many admini job position . check out how you can add thses computer skills to your cv or update your existing computer skills

Conferences, seminars

yes i did attend it in imizizi clinic . during that we were dealing clients updating them in the system to make sure that the files are correctly recorded and monitoring the information that is given by the clients eg lodging complains

Recommendations

Contact person miss n mhlete
 Occupation manager
 Company imizizi clinic
 Telephone number 0732575974

Additional information

Your hobbies i like reading and google staff
 Driver licenses None
 Salary you wish R3500.00 R per month
 How much do you earn now 0.00 R per month

