



# 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

