



Siphosethu Feni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

-i am management assistant graduate. i am well poised to start making positive contribution in the workplace with my qualification and skills obtained. i have a positive work ethic and am a hard and fast learner. i am energetic ability to work overtime and long hours

providing clerical and administrative support

-do general reception duties

-do filling /scans/typing documents

-assist with ordering stock/ stock taking /

- data capturing as required dairy management

-plan / arrange general maintenance

-experience to / excel /word/powerpoint/outlook

- team player

Preferred occupation

Filing clerk

Administrative jobs

Preferred work location

Queenstown

Eastern Cape

Cape Town

Western Cape

Southern Suburbs

Western Cape

Contacts and general information about me

Day of birth

1994-09-21 (31 years old)

Gender

Male

Residential location

Cape Town

Western Cape

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 2019.05 iki 2019.11
Company name	ziphi nkomo
You were working at:	Generals
Occupation	general worker
What you did at this job position?	work as Picker

Working period	nuo 2019.11 iki 2019.12
Company name	ziphi nkom
You were working at:	Generals
Occupation	general worker
What you did at this job position?	stock check

Education

Educational period	nuo 2014.02 iki 2017.11
Degree	Diploma
Educational institution	Eastcape Midland College
Educational qualification	Management Assistant

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	good	good	good

Computer knowledge

Excel/ Ms word/ Outlook /PowerPoint

Conferences, seminars

N/A

Recommendations

Contact person	shireen De Visser
Occupation	senior manager
Company	Stellenbosch Municipality
Telephone number	073 542 9336
Email address	shireen.devisser@ Stellenbosch.gov.za

Additional information

Your hobbies	soccer Swimming
Driver licenses	None
Salary you wish	15 000+ R per month

How much do you earn now

3000 R per month