



Siphokazi Brakfesi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking Clerk, Data Capture and administration. I have ability to think logically. Adapt easily in new environment.

I have office Admin experience. Time management. Computer skills, power point, word, excel and Microsoft office.

Interpersonal skills: able to work and get along well with others. Hardworking: Always ensure that my work properly done within time.

Enthusiasm: always energetic to work hard everyday.

Preferred occupation Filing clerk
Administrative jobs

Preferred work location Alexander Bay
Northern Cape

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1990-06-08 (35 years old) |
| Gender | Female |
| Residential location | Cape Flats Western Cape |
| 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 |

Work experience

| | |
|------------------------------------|--|
| Working period | nuo 2016.03 iki 2016.06 |
| Company name | City of Cape Town (Water and Sanitation department) |
| You were working at: | Administrators |
| Occupation | Data Capturing and Filling |
| What you did at this job position? | Data capturing, filling managing calls , managing e-mail dealing with queries for borehole registration, assure that all timesheet submitted and signed in time. |

Education

Educational period **nuo 2016.10 iki 2017.06**

Degree Grade 12 / Matric

Educational institution Siyakhula Public School

Educational qualification Matric certificate

I could work Yes I could work as domestic work

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiXhosa | fluent | very good | very good |
| isiZulu | good | good | good |

Computer knowledge

Computer Skill: Microsoft Office, Word, Excel and PowerPoint.

Internet: Email , Google search and others.

Conferences, seminars

I've never attended any conference at work. Except at my church.y

Additional information

Your hobbies Reading books

Driver licenses None

Salary you wish R5000 R per month

How much do you earn now R5896 R per month