



# Sanelisiwe Njikelana

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

The one that will influence my career and qualifications.

The one that will give me more knowledge of dealing with other administrative work.

I want work that will give me challenges so that i can be more of dealing with them.

Working under pressure because i am willing to upgrade my standards.

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth                                      1995-03-31 (30 years old)

Gender    Female

Residential location                              Kloof  
Gauteng

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 2019.10 iki 2021.09**

Company name                                      Home affairs

You were working at:                              Learnership

Occupation    Office administrator

What you did at this job position?      All office work

Working period                                      **nuo 2019.09 iki 2019.09**

Company name                                      Supply chain management

You were working at:                              Administrators

Occupation    Admin clerk

What you did at this job position?      Compilation of batches for procurement process

## Education

Educational period	<b>nuo 2018.01 iki 2019.07</b>
Degree	Diploma
Educational institution	TVET COLLEGE
Educational qualification	N6 Public management
I could work	As administrative clerk

### Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	good	good	good

### Computer knowledge

Microsoft word

Microsoft Excel

Microsoft database

### Recommendations

Contact person	V.Njikelana
Occupation	CFO
Company	Rhino cash & carry
Telephone number	0837156030
Contact person	S.Nkohla
Occupation	Admin clerk
Company	Sibanye stillwater mine
Telephone number	0732187118

### Additional information

Your hobbies	To serve the public To speak To write
Driver licenses	None
Salary you wish	R15000 R per month
How much do you earn now	3000 R per month