



# Shirley Mfene

Curriculum Vitae (CV)

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

I'm looking for any available employment that will bring growth to my life. My positive points is that I deeply familiar with Microsoft Office and other Office management software. I also have develop efficiency tools to keep and office organized and on task. I am also familiar with Working working in a call center as I am currently working as a Sales Agent.

Preferred occupation	Data capturers
	Administrative jobs
	Sales agent
	Sales jobs
	Receptionist
	Administrative jobs
	Front Desk Agent
	Administrative jobs

## Contacts and general information about me

Day of birth	2000-01-29 (25 years old)
Gender	Male
Residential location	Cape Town
	Western Cape
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2019.07 iki 2021.06</b>
Company name	Sobambisana Primary School
You were working at:	Receptionist
Occupation	Admin Assistant
What you did at this job position?	Reception duties,Filling,Data Capturing,Organizing meetings, Making and answering calls

## Education

Educational period	<b>nuo 2017.02 iki 2017.12</b>
Degree	Grade 12 / Matric
Educational institution	Joe Slovo High School
Educational qualification	Matric
I could work	Yes

**Languages**

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

**Computer knowledge**

Microsoft Office

**Conferences, seminars**

Kwelanga Training - Nov 2020

Business Ecology- August 2020

**Recommendations**

Contact person	Anelisa Ngcebesha
Occupation	Financial Clerk
Company	Sobambisana Primary School
Telephone number	+27 83 715 4476
Email address	lisangcebs@gmail.com

**Additional information**

Driver licenses	None
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