



Khanyisa Citiwe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a 34-year-old ambitious female who is prepared to achieve the desired goals of the job description. I am a hard worker, diligent, self-motivated, goal oriented individual who is always looking for a challenge to enhance my skills and knowledge, I like to interact with other people and adapt easily to different kinds of environment. I have good communication skills, telephone skills. One of my strong points is good time management which guides me in all my work. I can speak isiXhosa and English fluently.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Bhisho Eastern Cape
	Rustenburg North West
	Alice Eastern Cape
	East London Eastern Cape
	Butterworth Eastern Cape
	Fort Beaufort Eastern Cape
	Mdantsane Eastern Cape
	Port Elizabeth Eastern Cape
	Queenstown Eastern Cape
	Umtata / Mthatha Eastern Cape
	Stutterheim Eastern Cape
	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1986-12-22 (39 years old)
Gender	Female
Residential location	Bhisho Eastern 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 2020.10 iki 2021.09
Company name	Mbombo Primary School
You were working at:	Administrators
Occupation	School Admin Clerk
What you did at this job position?	01 October 2020 till current: Administrative Clerk(Intern) at Mbombo Primary School • Admin support • Receiving, calls and emails and making outgoing calls • Compiling financial reports • Drafting letters for SGB and parent's meetings • Capturing new learners, marks, staff information and printing learner reports on SASAMS • Compiling School Nutrition reports • Capturing learner, staff and educator register on SASAMS • Dealing with Incoming and outgoing calls and faxes and emails • Data management and filling • Organising and maintaining Principal's diary • Making appointments • Taking minutes on meeting • Accepting and signing of deliveries • Maintain a proper record keeping • Monitor flow of documents • Taking minutes on meeting

Working period	nuo 2018.10 iki 2020.09
Company name	Department of Education
You were working at:	Administrators
Occupation	Admin Clerk (Intern)
What you did at this job position?	<p>I have been working within the National School Nutrition Programme of the Department of Education. My duties are as follows:</p> <ul style="list-style-type: none"> • Visiting schools by means of monitoring, supporting and implementing national school nutrition programme daily • Monitoring of supplier's performance and food quality inspection • To check if the Learners are fed in every school days and if all three groups of food are served before 10h00 • Monitor if learners are fed the right quantity of food as indicated by the specific menu • Encouraging schools in establishment of food production initiatives • Reconciling monthly financial reports and make submissions to the Provincial Head Office • Performing office administration and doing filing everyday • Attending to correspondences Quarterly • Compiling District narrative reporting responses(MRR) as well as Key Performance Indicator(KPI) and make submissions to Provincial Head Office monthly • Monitoring an appointment, arrange workshops or training and general administration of Volunteer food handlers • Provide them with the National School Nutrition Programme guidelines, policies and etc. • Implementing and monitoring the National School deworming programme which targets Grade R to Grade 10 Learners who are less than 14 years • Encouraging schools to participate on the best school awards competition

Working period	nuo 2015.06 iki 2017.06
Company name	Rawson Properties
You were working at:	Administrators
Occupation	Receptionist/Administrator
What you did at this job position?	<ul style="list-style-type: none"> • Staff Training • Training and coaching staff when and where necessary • Resolving client's problems quickly and efficiently • Checking reservations activity report when necessary • Ensuring all e-mails for the day are answered • Making sure e-mails are answered timeously within 24hrs • Doing weekly arrivals list in detail for marketing, including all requests and memos • Doing weekly stationary ordering • Facilitating • Making sure that all Agents bring business • Doing filling • Making adverts to Property 24 and Property Junction • Customer Care • Admin work • Make a follow up in all the deals that we have • Arrange for meetings with the Sale Attorneys and Agents on a weekly basis • Taking minutes on meetings • Managing the Directors diary • Dealing with Incoming and outgoing calls and faxes and emails • Dealing with queries from the public and clients effectively • Accepting and signing of deliveries • Providing basic and accurate information in person and via telephone or email • Answer, screen and forward incoming calls to the correct department or person • Acting as a face of the company • Receiving messages and relaying them to the relevant person • Drafting reports • Maintaining personnel files and leave files • Coordinate employee benefits and conditions of service such as allowances and leave of absence • Maintain a proper record keeping • Monitor flow of document

Education

Educational period	nuo 2005.01 iki 2008.11
Degree	Diploma
Educational institution	Walter Sisulu University
Educational qualification	ND: Public Management

Languages

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

Computer knowledge

microsoft word for typing and writing memos
 Microsoft Excel for calculations and spreadsheets
 Microsoft Power Point for presentations

Conferences, seminars

short courses that that i have accomplished is BAS and LOGIS

Recommendations

Contact person	Mrs Z Nkwali
Occupation	School Principal
Company	Mbombo Primary School
Telephone number	073 0151 608
Email address	zukinkwali@gmail.com
Contact person	Mr K Yekela
Occupation	Supervisor
Company	Department of Education
Telephone number	0436047880/0813233114
Contact person	Ms N Buza
Occupation	Manager
Company	Department of Health
Telephone number	0406089791/0833789221
Email address	nomthandazo.buza@echealth.gov.za

Additional information

Your hobbies	<ul style="list-style-type: none"> • Cooking • Singing • Camping • Traveling
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	• Socializing with peers
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2016-08-00 (9 years)
Salary you wish	13 000 and above R per month
How much do you earn now	5000 R per month