



Shakira Xana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- I AM VERY SELF-DETERMIND
- TAKES WORK VERY SERIOUSLY
- ALWAYS PREPARED TO LEARN MORE
- ADAPTS FROM ANY SITUATION
- VERY HARDWORKER
- NEVER LATE FOR WORK
- VERY RESPONSIBLE AND RELIABL
- ALWAYS GIVES MY BEST

Preferred occupation	Generals General jobs
Preferred work location	Kathu Northern Cape

Contacts and general information about me

Gender	Female
Residential location	Kathu Northern Cape
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2021.01 iki 2021.06
Company name	NORTHEN CAPE ON POITNT -PTY LTD
You were working at:	Marketing assistant
Occupation	RECEPTIONIST
What you did at this job position?	MARKETING THE PRODUCTS OF THE COMPANY ON SOCIAL MEDIA

Working period **nuo 2021.06 iki 2021.11**

Company name WBB HEALTH CARE

You were working at: Medical receptionist

Occupation CASUALTY WORK

What you did at this job position? SORT OUT FILES , BILLING OF PATIENTS

Education

Educational period **nuo 2016.01 iki 2020.12**

Degree Grade 12 / Matric

Educational institution GROENBERG SECONDARY SCHOOL

Educational qualification QUALIFIED FOR NATIOLAN DIPLOMA CERTIFICATE

Languages

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

Computer knowledge

I AM VERY GOOD IN THE FOLLOWING COMPUTER PROGRAMS

-WINDOWS

-MICROSOFT OFFICE

-MACBOOKS

Conferences, seminars

-DIGITAL MARKETING

-BASIC COMPUTER LITERACY

Recommendations

Contact person 0817056688

Occupation RECEPTIONESS

Company NORTHERN CAPE ON POINT

Telephone number 0533310029

Email address nconpoint.projects@gmail.com

Additional information

Your hobbies

-LISTENING TO MUSIC

-JOGGING

	-GOING OUT -NETBALL -WATCHING MOVIES
Driver licenses	None
Driver license from	2021-12-00 (4 years)
Salary you wish	R5000+ R per month
How much do you earn now	R5000 R per month