

## 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.*  
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### Work experience

Working period	<b>nuo 2021.01 iki 2021.06</b>
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	<b>nuo 2021.06 iki 2021.11</b>
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	<b>nuo 2016.01 iki 2020.12</b>
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
- MICROSOFF OFFICE
- MACBOOKS

### Conferences, seminars

- DIGITAL MARKETING
- BASIC COMPUTER LITERACY

### Recommendations

Contact person	0817056688
Occupation	RESEPTIONESS
Company	NORTHEN CAPE ON POINT
Telephone number	0533310029
Email address	nconpoint.projects@gmail.com

### Additional information

Your hobbies	-LISTENING TO MUSIC -JOGGING
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	-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