



Sabelo Mnisi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

A well-presented BA Psychology graduate with an organized disposition who is humble by nature and willing to do whatever is needed to support an office team. I have the ability to work harmoniously with both professional and non-professional personnel. I am able to undertake a range of functions to make sure the administrative activities within an organization run smoothly and I am an energetic and proactive individual who can comfortably manage people, processes and technology. Throughout my studies, practical work and experience, I have consistently demonstrated good judgement and can be relied upon to effectively carry out a range of administrative and clerical duties. Right now I am looking for a suitable position with a company that wants to recruit talented and capable administrators.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Mbombela / Nelspruit Mpumalanga

Contacts and general information about me

Day of birth	1994-04-27 (31 years old)
Gender	Male
Residential location	Mbombela / Nelspruit Mpumalanga
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 2018.02 iki 2019.03
Company name	Khush Khush PTY Ltd
You were working at:	Project manager
Occupation	Administrators
What you did at this job position?	<ul style="list-style-type: none"> • Responsible for the smooth day to day administration of the company • Providing administrative support to the senior director • Dealing with telephone, email and general enquiries • Sending out business letters on behalf of senior manager • Maintaining up to date data on company system

Education

Educational period	nuo 2014.01 iki 2018.11
Degree	Degree
Educational institution	Pearson Institute of Education
Educational qualification	Bachelor of Arts in Industrial Psychology

Languages

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

Computer knowledge

- Computer Skills
 - o Microsoft Office 2016
 - WORD (creating and formatting documents)
 - EXCEL (creating and finalizing spread sheets)
 - ACCESS (Creating and finalizing a database & presentation)

Recommendations

Contact person	Tshwarelo Mthethwa
Occupation	Director
Company	Khush Khush Pty Ltd
Telephone number	0728041048
Email address	bglmaseko@gmail.com

Additional information

Your hobbies	Novel Reading Writing, Composing and Arranging Music
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	2018-11-00 (7 years)
Salary you wish	R6500 R per month