



# Andile Msimango

Curriculum Vitae (CV)

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

I am a highly motivated student who is currently studying BA in Applied Information Science at the University of South Africa. Being hired by your company will equip me with all the necessary skills and experience. I have my metric from a technical school and my Higher Certificate in Archives and records management. My high score in Archives and Records Management has given me an opportunity to assist learners at my previous high school, which I believe has contributed to my extensive understanding of assisting in supervision of learners, managing records and computer skills. I am excited to take on any challenges that I might come across, in return to add value and contribution to the company's growth. I believe you are looking for a skilled, ambitious and goal driven person who is a fast learner and a team player with a vision to make the company grow without lacking of any service. I find my self that candidate and a passionate learner who is willing to further her career with a great organisation such as this. I understand the commitment that will be required of me in this program. I understand that I must work hard and be dedicated throughout. This is an opportunity that I'm willing to make sacrifices for as it can change my life.

Sincerely

AS Msimango

Preferred occupation

**Bookkeeper**

Administrative jobs

**Receptionist**

Administrative jobs

**Administrators**

Administrative jobs

**Cashiers**

Retail, store jobs

**Shop assistants**

Retail, store jobs

Preferred work location

**Hazyview**

Mpumalanga

**Witrivier**

Mpumalanga

**Contacts and general information about me**

|                      |   |
|----------------------|---|
| Day of birth         | 1998-07-21 (25 years old)   |
| Gender               | Female  |
| Residential location | Mbombela / Nelspruit<br>Mpumalanga  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

**Work experience**

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2020.12 iki 2021.11</b>                                    |
| Company name                       | Hazyview Comprehensive School                                     |
| Occupation                         | Educator Assistant/ Receptionist                                  |
| What you did at this job position? | Receptionist, Assisting learners, book handling and data handling |

**Education**

|                           |  |
|---------------------------|--|
| Educational period        | <b>nuo 2019.01 iki 2020.02</b>   |
| Degree                    | Certificate  |
| Educational institution   | Unisa  |
| Educational qualification | HC in Archive and records management   |
| I could work              | Book shop, school, hospital and clinics, law firm, retail shops, any business that has filling and recorde |

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | very good      | very good           | very good     |
| isiZulu  | very good      | very good           | very good     |

**Computer knowledge**

Very good  
Microsoft  
Excel  
PowerPoint

**Recommendations**

|                  |            |
|------------------|------------|
| Contact person   | AB Mdluli  |
| Occupation       | Technician |
| Company          | Volvo      |
| Telephone number | 0791448653 |

|                  |              |
|------------------|--------------|
| Contact person   | ST mamba     |
| Occupation       | Store retail |
| Company          | Indlovu spar |
| Telephone number | 0722957036   |

#### **Additional information**

|                          |                   |
|--------------------------|-------------------|
| Driver licenses          | None              |
| Salary you wish          | R5000 R per month |
| How much do you earn now | 0.00 R per month  |