

Sphiwe Buthelezi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a job which will allow me to show my flexibility..meaning how hard I can work and I'm looking for cooperative jobs..because I'm familiar with administrative issues iknow how to tackle them...and c

Preferred occupation Operations Clerk

Administrative jobs

Preferred work location Durban City

KwaZulu-Natal

Contacts and general information about me

Day of birth 1994-06-27 (31 years old)

Gender Female

Residential location Durban City

KwaZulu-Natal

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 2022.04

Company name Public sector

You were working at: Administrators

Occupation Clerk or receptionist

What you did at this job position? Bookkeeping, emailing faxing, typing, creating file, answering

calls, making appointment, computer operator

Education

Educational period nuo 2018.01 iki 2019.12

Degree Certificate

Educational institution Advance institution

Educational qualification Informational technology

I could work I'm flexible

Languages			
Language	Speaking level	Understanding level	Writing level

English very good very good very good

Computer knowledge

Very good I work with them all day

Conferences, seminars

I have attended them not more than once

Recommendations

Contact person Mr N.P.G. Sindane

Occupation Principal
Company School

Telephone number 0829711021

Email address Ntwenhlehs@gmail.com

Additional information

Your hobbies Netball

Driver licenses C Extra Heavy Vehicle > 16,000kg

Salary you wish 20000 R per month How much do you earn now 4000 R per month