



# Feziwe Dakada

Curriculum Vitae (CV)

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

I am a very hard working and diligent person. I am a vibrant lady who can bring a good atmosphere to your work environment. I am very flexible in terms of jobs i can do. I am a very good listener and i am very good at adapting. i have very good communication skills and I can help bring good communication to your offices.

Preferred occupation                      Receptionist  
Administrative jobs

Administrators  
Administrative jobs

Preferred work location                  Port Elizabeth  
Eastern Cape

## Contacts and general information about me

Day of birth                                      1973-08-02 (52 years old)

Gender    Female

Residential location                        Port Elizabeth  
Eastern 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 2019.01 iki 2019.06**

Company name                                nestlife life and funeral insurance

You were working at:                        Receptionist

Occupation                                      Receptionist

What you did at this job position?    answer calls, fax, do emails, weekly report, assist clients with insurance queries

## Education

Educational period                      **nuo 1990.01 iki 1995.11**  
Degree    Grade 12 / Matric  
Educational institution                      ithembelihle comprehensive school  
Educational qualification                      matric certificate

Educational period                      **nuo 2005.05 iki 2005.11**  
Degree    Certificate  
Educational institution                      russell road college  
Educational qualification                      N4 in introductory computer practice

Educational period                      **nuo 2012.01 iki 2021.06**  
Degree    Diploma  
Educational institution                      university of south africa  
Educational qualification                      National Diploma in business management

### Languages

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

### Computer knowledge

i can compile and send emails, i can use MS word, MS excel, MS powerpoint, i work well with computers and i am very familiar with windows 95

### Conferences, seminars

i have not been to any conferences or seminars

### Recommendations

Contact person                      Shepherd Xhego  
Occupation                                      supervisor  
Company    Liberty life  
Telephone number                      0835769200

Contact person                      Tabita Qwele  
Occupation                                      supervisor  
Company    Nestlife  
Telephone number                      0744825025

### Additional information

Your hobbies

cooking, cleaning, gardening

Driver licenses

None

Salary you wish

4000-8000 R per month