



Sanele Nkambule

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have one and half years of experience in an Administrative Assistant job position and I was working with an organization named The Rock of Hope ESwatini. My strongest and positive points would obviously be that I am able to work under immense pressure without being followed from behind. I am also a critical thinker and quick to solve daily challenges that I encounter in the field of work or in the working environment. I can quickly adapt to work in a new environment with diverse backgrounds including diverse personality types of people.

I am a qualified individual with an associate degree in business management that I acquired at Limkokwing University of Creative Technology, but I can accept any form of a job you can offer to me.

Thank you.

Preferred work location Gauteng

Contacts and general information about me

Day of birth	1996-04-03 (29 years old)
Gender	Male
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 2020.01 iki 2021.09
Company name	The Rock of Hope
You were working at:	Administrators
Occupation	Admin Assistant
What you did at this job position?	Prepared payroll, monthly recons, statutory reconciliation, managed staff time, managed vehicle mileage and prepared budgets

Education

Educational period	nuo 2017.10 iki 2020.10
Degree	Degree
Educational institution	Limkokwing University of Creative Technology
Educational qualification	Associate Degree in Business Management

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

I have a great knowledge in computer programs such as Microsoft word, Excel and PowerPoint.

Recommendations

Contact person	Sanele Sibiya
Occupation	Executive Director
Company	The Rock of Hope Eswatini
Telephone number	+26876068255

Additional information

Your hobbies	Playing and watching football Swimming Going out Reading Travelling
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2017-09-00 (8 years)
Salary you wish	7000 R per month