

Sanele Voyi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I seek challenging opportunities where I can fully use my skills for the success of the organization. I am a good team worker with good communication skills and I am willing to work in an environment that will encourage me to grow and succeed professionally.

Preferred occupation **Filing clerk**
 Administrative jobs

Preferred work location Umtata / Mthatha
Eastern Cape

East London Eastern Cape

Contacts and general information about me

Day of birth 1999-12-18 (26 years old)

Residential location Umtata / Mthatha
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 2022.06 iki dabar**

Company name KSD local Municipality

You were working at: Generals

Occupation Intern

What you did at this job position? I was doing internship in the office of Special Programs Unit, and my roles include filling of documents, receiving and making phone calls, Attending meetings and writing minutes, attending events of youth programs, attending people in the office, printing and emailing of documents etc.

Working period	nuo 2021.08 iki 2022.06
Company name	Unakho Institute
You were working at:	Receptionist
Occupation	Intern
What you did at this job position?	I was working as an intern and my roles included receptionist work, filling and binding of documents, presentations, researching of tenders, writing reports, receiving and doing phone calls, developing business plans and business profiles, Attending meetings, taking care of customers, marketing the company ETC.

Education

Educational period	nuo 2019.01 iki 2022.05
Degree	Diploma
Educational institution	Walter Sisulu University
Educational qualification	Dip in Small Business Management
Educational period	nuo 2016.01 iki 2018.12
Degree	Grade 12 / Matric
Educational institution	Ikwezi Technical Skill Centre
Educational qualification	Grade 12

Languages

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

Computer knowledge

I did a computer literacy Basic course at Information Technology Resource Centre. The modules I have done include the following: IT concepts.

Windows file management.

MS Word' 2019 Basic.

MS Excel' 2019 Basic.

MS Access' 2019.

MS PowerPoint' 2019.

Internet, Electronic Mail.

Recommendations

Contact person Mr X Bangani
Occupation SPU officer
Company KSD local municipality
Telephone number 0834966110
Email address xolanib@ksd.gov.za

Contact person Miss N Pele
Occupation Youth Coordinator
Company KSD Local Municipality
Telephone number 0734745025
Email address nolundipele@gmail.com

Contact person Mr Mfuyo Zamane
Occupation Executive Director
Company Unakho Institute
Telephone number 0826924426

Additional information

Your hobbies Football and volunteering
Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from 2022-02-00 (4 years)
Salary you wish +- 7000 R per month
How much do you earn now 3000 R per month