



# Lindokuhle Sithole

Curriculum Vitae (CV)

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

I am looking for a fast paced environment where my skills will be used effectively as I am ambitious and a hard worker. I am looking for an administrative job because I have the required experience and knowledge. My other attributes are punctuality and professionalism.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Mpumalanga

## Contacts and general information about me

Day of birth	1996-08-23 (29 years old)
Gender	Female
Residential location	Witbank Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2021.01 iki 2021.12</b>
Company name	Brisk Consultants
You were working at:	Online data processor
Occupation	Admin Clerk
What you did at this job position?	Data capturing, filing, telephone enquiries, making copies
Working period	<b>nuo 2021.11 iki 2022.08</b>
Company name	Refithhile Pele Primary School
You were working at:	Teachers
Occupation	Education/Admin Assistant
What you did at this job position?	Data capturing, marked the register, copies, telephone enquiries, filing, typing documents

## Education

Educational period	<b>nuo 2022.01 iki 2022.08</b>
Degree	Certificate
Educational institution	Skills Academy
Educational qualification	Office Management
I could work	As a receptionist, admin Clerk Assistant, office Manager,data entry clerk

#### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	very good	very good	very good
isiNdebele	fluent	fluent	fluent

#### Computer knowledge

Familiar with MS Word and Excel

#### Recommendations

Contact person	Tebogo Serithi
Occupation	Manager
Company	Brisk Consultants
Email address	briskceo@gmail.com

#### Additional information

Your hobbies	Reading books Studying law and literature Art Creative Writing
Salary you wish	R6500 R per month
How much do you earn now	R4000 R per month