



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 (27 years old)
Gender	Female
Residential location	Witbank Mpumalanga
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 2021.12
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	nuo 2021.11 iki 2022.08
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	nuo 2022.01 iki 2022.08
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