



Sijabule Madlala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am done with my studies in Diploma in Business and Information Management currently waiting for my qualification. I am a rigorous, hard working person I have been volunteering and I also did my inservice training for 4 months at Dut, Department of Language and Translation as Secretary assistant, doing school admin work.

Preferred occupation Shop assistants
Retail, store jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 2000-02-28 (25 years old)

Gender Female

Residential location Durban City
KwaZulu-Natal

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2022.08 iki 2022.12**

Company name Durban University of Technology

You were working at: Secretaries

Occupation Secretary assistant

What you did at this job position? Filling, answering calls, creating documents, capturing marks ,
requesting quote

Education

Educational period **nuo 2020.01 iki 2022.12**

Degree Diploma

Educational institution Durban University of Technology

Educational qualification Diploma in Business and Information Management

I could work Yes I could

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | very good | very good | very good |

Computer knowledge

Microsoft office, Microsoft word, Excel, Powerpoint, ITS Software

Conferences, seminars

I attended Envision 2030 seminar 2022 August for a week

Recommendations

| | |
|------------------|---------------------------------|
| Contact person | Ms Barbra |
| Occupation | Secretary |
| Company | Durban University of Technology |
| Telephone number | +27 (31) 373-6804 |
| Email address | Ndlela@dut.ac.za |

Additional information

| | |
|--------------------------|--|
| Your hobbies | Volunteering and community engagement Learning new languages Reading Writing Listen to music Photogenic |
| Driver licenses | None |
| Salary you wish | 100 R per month |
| How much do you earn now | 00 R per month |