



Zukanye Sitofile

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a very energetic and ambitious person, I am a fast learner, I have strong communication and computer skills. I love working with different people to gain more knowledge.

At my previous College I was doing Computer and I was passing it with flying colors, I always make sure my work is submitted in due time.

The employer needs to tell me if I am doing something wrong, I take that one very good because it helps me to improve my work.

i am the best candidate for the mentioned position, I also love when my work is being noticed.

Preferred occupation Personal assistant
Administrative jobs

Administrators
Administrative jobs

Receptionist
Administrative jobs

Preferred work location East London
Eastern Cape

Potchefstroom
North West

Cape Town
Western Cape

Contacts and general information about me

Day of birth	2001-07-22 (24 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
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 2020.12 iki 2021.05
Company name	Colosa JSS
You were working at:	Administrators
Occupation	Administration
What you did at this job position?	Filing, Telephone answering, Nutrition, SA-sams

Education

Educational period	nuo 2019.07 iki 2021.10
Degree	Certificate
Educational institution	Port Elizabeth Tvet College
Educational qualification	Management Assistant
I could work	as a Receptionist, Personal Assistant, Office admin, Secretary

Languages

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

Additional information

Salary you wish	6000 R per month
How much do you earn now	8500 R per month