



Andronica Nthabiseng Sekwenenyane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am one person who is confident, able to work independently without supervision. Throughout my past and current experience, I have undertaken various important responsibilities with the utmost sincerity. I have conducted: Excellent communication and interpersonal skills (Both Face to Face and telephonically), Good numerical skills, Data capturing and opening accounts (capturing), Ability to handle pressure, an understanding of confidentiality and strong organizational and time management skills.

With an urge to work both independently and well, in team, I am positioned to exceed your expectations. I would look forward to get an opportunity to meet with you to discuss my candidacy in more details. I thank you very much for your time and consideration.

Preferred occupation Administrators
 Administrative jobs

Data capturers
Administrative jobs

Filing clerk
Administrative jobs

Preferred work location Johannesburg
 Gauteng

Contacts and general information about me

Day of birth 1994-07-10 (31 years old)

Gender Female

Residential location West Rand
 Gauteng

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 2021.03 iki dabar
Company name	Rand west City Local Municipality
You were working at:	Debotors clerk
Occupation	Contract (Finance admin)
What you did at this job position?	Administration cleark

Education

Educational period	nuo 2015.07 iki 2018.07
Degree	Diploma
Educational institution	Western College TVET (WESTCOL)
Educational qualification	MANAGEMENT ASSISTANT
I could work	YES

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiZulu	basic	basic	basic

Computer knowledge

- MS Word (Create word documents and typing).
- Excel (Doing Spreeddsheets)
- Ms Access (Typing database operation).
- MS Outlook (Daily Basis, sending and receiving mails)

Conferences, seminars

N/A

Recommendations

Contact person	MR A RAMANYAI
Occupation	SUPERVISOR
Company	RAND WEST CITY LOCAL MUNICIPALITY
Telephone number	083 355 9846
Email address	Abner.Ramanyai@Randwestcity.gov.za
Contact person	MR X KOLOBILE
Occupation	CHIEF INVIGILATOR
Company	GAUTENG COMMUNITY EDUCATION AND TRAINING - MOHLAKENG CLC
Telephone number	073 116 4654

Additional information

Driver licenses	None
Salary you wish	20 000 R per month
How much do you earn now	5000 R per month