



Sindisiwe Felicity Mbokazi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a work environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

As I have a Management Assistant certificate and a Administrative Assistant experience which can be of use.

Preferred occupation **Generals**
General jobs

Preferred work location **East Rand**
Gauteng

Contacts and general information about me

Day of birth **2000-06-28 (25 years old)**

Gender **Female**

Residential location **East Rand**
Gauteng

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 2020.11 iki 2021.07**

Company name **Effort Primary School**

You were working at: **Administrators**

Occupation **Assistant to Admin**

What you did at this job position? **Printing, filling, Scanning and coping, opening and clearing emails. etc**

Education

Educational period **nuo 2018.01 iki 2018.11**

Degree **Certificate**

Educational institution **Sedibeng Tvet College**

Educational qualification **Management Assistant**

Languages

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

Computer knowledge

I have Computer Practise and Office Practise. I am good with EXCEL and WORD, also Microsoft Office.

Recommendations

Contact person	Mrs Mdluli
Occupation	acting Principal\ Employer
Company	Effort Primary School
Telephone number	0825569265
Email address	effortprimary@gmail.co.za

Additional information

Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	4500 R per month