



# Sinovuyo Nobetsiki

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm looking for any kind of job because I'm a flexible young woman who can transform under pressure and very active. I'm also good in the office environment , I worked at Ndimbaneni SPS as an Admin Clerk Assistant for 18 monts and I am well-trained on how to deal with office duties and I was working at Imbasa Catering & Hospitality as a Cashier. I was serving customers, preparing meals and operating Machines. I worked at AVBOB as a Sales Agent.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

## Contacts and general information about me

Day of birth	1991-12-16 (34 years old)
Gender	Female
Residential location	Lusikisiki Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2018.02 iki 2019.07</b>
Company name	Ndimbaneni SPS
You were working at:	Administrators
Occupation	Admonstration Clerk Assistant
What you did at this job position?	Photocopying Documents , Scanning Documents, filling Document , Arranging Files, Record finances to SASAMS, Emailing Documents, keeping petty cash,Receiving Visitors

## Education

Educational period	<b>nuo 2014.06 iki 2016.12</b>
Degree	Diploma
Educational institution	SITETO TVET COLLEGE
Educational qualification	Management Assistant
I could work	As a Personal Assistant, Clerk, Data Capture, Receptionist, Secretary

Educational period	<b>nuo 2009.01 iki 2009.12</b>
Degree	Grade 12 / Matric
Educational institution	BOTHA SIGCAU SSS
Educational qualification	National Senior Certificate

### Languages

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

### Computer knowledge

Introduction to Computers and Microsoft Office application package

### Recommendations

Contact person	Mr Velleman
Occupation	Principal
Company	Ndimbaneni SPS
Telephone number	0781761614
Contact person	Mrs K Myalwa
Occupation	Clerk
Company	Ndimbaneni SPS
Telephone number	0823507631

### Additional information

Your hobbies	I like sport and reading. I spend much time on reading newspapers and books
Driver licenses	None
Salary you wish	3000 R per month