



Manqoba Sibiyi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im a well experienced administrator. I can work as a data capture and as a receptionist. Well familiar with computer literature. Im a hard worker, passionate with my job, able to work in team trustworthy and also i can work under pressure.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Mbombela / Nelspruit Mpumalanga

Contacts and general information about me

Day of birth	1995-03-20 (30 years old)
Gender	Male
Residential location	Mpumalanga
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

Company name	Bhuga clinic
You were working at:	Administrators
Occupation	Receptionist
What you did at this job position?	Capturing data
Working period	nuo 2022.07 iki 2022.07
Company name	Skynet
You were working at:	Generals
Occupation	Packaging and sorting of parcels
What you did at this job position?	Distributing

Education

Educational period	nuo 2018.02 iki 2022.03
Degree	Diploma
Educational institution	Tshwane university of technology
Educational qualification	National diploma in public management
I could work	Receptionist, data capture and as administrator

Languages

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

Computer knowledge

Microsoft office

Word

Power point

Excel

Additional information

Driver licenses	None
Salary you wish	10000 R per month