



# Aviwe Sinoko

Curriculum Vitae (CV)

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

Dear Hiring Manager,

I am writing to express my strong interest in the financial advisor position at your organization. With a National Diploma in Management and Btech Degree in Project Management, I am confident that I have the knowledge and skills to excel in this role.

I am an ambitious and motivated professional with a proven track record of success in Project Management or other relevant fields. I am particularly skilled in communication, time management, and teamwork.

As a highly dedicated and hardworking individual, I am eager to take on new challenges and opportunities to enhance my personal and professional development. I am committed to delivering high-quality work and am always willing to go the extra mile to ensure that the goals of the organization are met.

I am excited about the opportunity to join your team and play a meaningful role in contributing to the success of your organization. I have attached my CV and other relevant documents for your review, and I am also available to provide any additional information or materials you may need.

Thank you for your time and consideration. I look forward to the opportunity to discuss my qualifications further and am available for an interview at your convenience.

Sincerely,

Aviwe Sinoko

Preferred occupation

Project Planner  
Construction jobs

Personal assistant  
Administrative jobs

Project Manager  
Teaching jobs

Preferred work location Umtata / Mthatha  
Eastern Cape

### Contacts and general information about me

Day of birth 1994-08-31 (29 years old)  
Gender Male  
Residential location Dutywa  
Eastern Cape  
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 2022.06 iki 2022.08**  
Company name Mtshazi Primary School  
You were working at: Teachers  
Occupation General School Assistant  
What you did at this job position? 

- Proven experience in managing and preparing financial files, with a strong attention to detail and ability to work under close supervision.
- Skilled in handling payment documents, including receiving notices of payments via email, printing and duplicating documents, and submitting copies to superiors.
- Demonstrated expertise in preparing and managing EAs and GSAs payments each month, including preparing allocation letters, attendance registers, commitment registers, expenditure approvals, and payment spreadsheets.
- Skilled in observing and identifying struggling learners during class and providing clarification and assistance during discussions and group work.

### Education

Educational period **nuo 2019.01 iki 2019.12**  
Degree Degree  
Educational institution Cape Peninsula University of Technology  
Educational qualification Btech Degree in Project Management  
I could work Yes  
  
Educational period **nuo 2016.01 iki 2018.12**  
Degree Diploma  
Educational institution Cape Peninsula University of Technology  
Educational qualification National Diploma in Management  
I could work Yes

### Languages

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

### Computer knowledge

1. Computer Programming:
  - a. HTML & CSS
  - b. JavaScript and a bit of...
  - c. Java
2. Microsoft Office
3. Microsoft Outlook
4. Information Literacy
5. Digital Literacy
6. OS Windows

### Additional information

Your hobbies	Reading Watching Tv Listening to music
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-07-00 (1 years)
Salary you wish	20000 R per month
How much do you earn now	0.00 R per month