



# Siphenkosi Ngxoko

Curriculum Vitae (CV)

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

I am Siphenkosi Ngxoko I am 30 Years old. I am a highly motivated individual with two tertiary qualifications, Bachelor of Honors Transport Economics and Bachelor of Business Management and Economics. Majoring in Economics, Business Management and Industrial Psychology.

I have gained experience in the Office Administration environment. I can strongly offer different dynamic skills and competencies such as Excellent Communication, Working both as a Team and Individual, Attention to Detail, Administrative skills, Math Calculations, Working Under Pressure, Computer Literacy (Microsoft Office), English Proficiency in Speaking and Writing and the Ability to Solve Problems as they come, Organisation, Leadership and Interpersonal skills, . These are a set of skills I learned when I was contractually employed at Syntell company based in Cape Town as a General Administrator for 1 year and 8 months in 2018 and from the St John Ambulance for 1 full year in Grahamstown as an Office Administrator. I have also learned about Research and Research Analysis when I was doing my undergraduate and post-graduate degrees respectively at tertiary. I also hold Code EC driver's License.

Preferred occupation

Data capturers

Administrative jobs

Truck drivers

Driver jobs

Government jobs

Government jobs

Transport assistant

Other jobs

Preferred work location

Cape Town

Western Cape

Pretoria / Tshwane

Gauteng

## Contacts and general information about me

Day of birth

1992-12-19 (33 years old)

Gender

Male

Residential location	Johannesburg Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

### Work experience

Working period	<b>nuo 2018.03 iki 2019.11</b>
Company name	Syntell Company
You were working at:	Administrators
What you did at this job position?	Capturing Fines
Working period	<b>nuo 2020.02 iki 2021.11</b>
Company name	ST John
You were working at:	Administrators
What you did at this job position?	CAPTURING EYE TEST, EYE SPECTACLE, FIRST AID KIT, FIRST AID TRAINING INVOICES ON PALLADIUM SYSTEM - DOING ALL OTHER ADMINISTRATION PAPER

### Education

Educational period	<b>nuo 2012.01 iki 2016.11</b>
Degree	Degree
Educational institution	UNIVERSITY OF FORT HARE
Educational qualification	BACHELOR OF BUSINESS MANAGEMENT AND ECONOMICS
I could work	YES
Educational period	<b>nuo 2016.02 iki 2017.11</b>
Degree	Honours
Educational institution	UNIVERSITY OF FORT HARE
Educational qualification	BACHELOR OF COMMERCE HONOURS TRANSPORT ECONOMICS
I could work	YES

### Languages

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

### Computer knowledge

MS OUTLOOK

POWERPOINT

MS EXCEL

### Recommendations

MS WORD

Contact person	SIPHOKAZI KUMKANI
Occupation	Manager
Company	SYNTELL
Telephone number	078 539 0786
Email address	siphokazikumkani@gmail.com

Contact person	PAMELA HLAFA
Occupation	Manager
Company	ST JOHN
Telephone number	078 462 3530
Email address	p.hlafa@stjohn.org.za

### Additional information

Your hobbies	PLAYING SOCCER READING
Driver licenses	EC Articulated Extra Heavy Vehicle > 16,000kg
Driver license from	2022-11-00 (3 years)
Salary you wish	7 000 R per month
How much do you earn now	5 000 R per month