



Zusiphe Vava

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office administration clerk

I am a hard worker, honestly, patient and good attention to details.

I have 3years experiences as an office administration clerk in the production industry and 6 months call center experience as an customer service Advisor.

I am a person who want to grow into the company and able to contribute my skills.

Preferred occupation	Data capturers Administrative jobs
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Preferred work location	Cape Town Western Cape
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Contacts and general information about me

Day of birth	1994-05-23 (31 years old)
Gender	Female
Residential location	Cape Town Western Cape
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

Working period	nuo 2018.02 iki 2021.03
Company name	County fair
You were working at:	Administrators
Occupation	Office administration clerk
What you did at this job position?	Sending emails, paper work, Data capturing, office work, Recording Time sheets

Education

Educational period	nuo 2018.06 iki 2019.06
Degree	Certificate
Educational institution	Work for a living
Educational qualification	Office administration and Receptionist
I could work	Immediately

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Microsoft office
 Microsoft word
 Microsoft excell
 OS windows
 Software

Recommendations

Contact person	Siyabonga Mgoqi
Occupation	Supervisor
Company	County fair
Telephone number	0664024184
Email address	siyamgoqi@gmail.com

Additional information

Your hobbies	Reading books Playing netball Watching TV
Driver licenses	None
Salary you wish	R6500 R per month
How much do you earn now	N/A R per month