



# Fikile Masina

Curriculum Vitae (CV)

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

I am looking for a job that will be able a team building environment and also that will help me to be out on the open with the customers. This job should be able to give the platform to solve problems, come up with solutions and work close with everyone on the same department. I have a very excellent telephone etiquette, also good at solving problem, creative thinking and productivity. I am also excellent when it comes to interpersonal communication and also have good organizing and analytic skills. I can work with MS Word, MS Excel, Accounting, Pastel, Debtors Control, Creditors Control and Business English.

Preferred occupation	Customer care agent Administrative jobs
	Insurance administrator Finance jobs
	Managers Sales jobs
	Shop manager Retail, store jobs
Preferred work location	East Rand Gauteng

## Contacts and general information about me

Day of birth	1981-11-08 (44 years old)
Gender	Female
Residential location	Midrand Gauteng
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 2006.07 iki 2017.10</b>
Company name	First National Bank (FNB)
You were working at:	Banking
Occupation	Office Administrator
What you did at this job position?	Filing, Daily stats update, Data capture and Mail query attendance
Working period	<b>nuo 2002.09 iki 2005.06</b>
Company name	Foschini Retail Group
You were working at:	Shop assistants
Occupation	Clothing Retailor
What you did at this job position?	Cashier, Acknowledging receive stock on the system, Cell phone Sales and Monthly Stock Take of cell phones and Jewellery items

### Education

Educational period	<b>nuo 1998.01 iki 2000.12</b>
Degree	Diploma
Educational institution	Richfield of Technology
Educational qualification	Financial Diploma
I could work	Finance Jobs, Administrative jobs, Retail stores, Sales jobs

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	basic	good	do not know

### Computer knowledge

MS Word and MS Excel  
 Windows  
 Microsoft Office

### Conferences, seminars

I have never attended conferences or seminars.

### Recommendations

Contact person	Joe Van Zyl
Occupation	Team Leader
Company	FNB
Telephone number	0829074529

### **Additional information**

Your hobbies	Solving Puzzles Staying informed Reading Writing Cleaning
Driver licenses	None
Salary you wish	R15 000.00 R per month
How much do you earn now	R5 000.00 R per month