



Fikiswa Msutwana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job that will allow me to grow as a person and as an employee, I can do the work and deliver the exceptional results .

It is a great privilege for me to work in a reputed company like yours.when I read about it I found my skills matching your requirements where I can showcase my technical skills contribute to the company. I will put all my efforts for the good progress of my organization.

Preferred occupation Administrators
Administrative jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1992-08-29 (33 years old)

Gender Female

Residential location Johannesburg
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2020.10 iki 2022.04**

Company name Empilisweni District Hospital

You were working at: Administrators

Occupation Unemployed

What you did at this job position? Administration Work

Working period **nuo 2020.01 iki 2020.07**

Company name Mlamleli's Funeral Parlour

You were working at: Sales administrator

Occupation Unemployed

What you did at this job position? Claims admin

Education

Educational period **nuo 2018.07 iki 2019.11**
 Educational institution Ikhala TVET college
 Educational qualification National N Diploma in Public Management
 I could work As an administrator

Educational period **nuo 2014.01 iki 2016.11**
 Degree Grade 12 / Matric
 Educational institution Ikhala TVET college
 Educational qualification Generic Management NQF level 4
 I could work General working

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | very good | | very good |
| isiZulu | very good | very good | very good |
| isiXhosa | fluent | fluent | fluent |

Computer knowledge

Microsoft word
 Microsoft excel
 PowerPoint
 Internet

Conferences, seminars

N)A

Recommendations

Contact person Mrs IN Phomane
 Occupation Nursing assistant manager
 Company Empilisweni District Hospital
 Telephone number 0655633224
 Email address noxolophomane@echealth.co.za

Contact person Mr NC Ntamo
 Occupation Revenue Manager
 Company Empilisweni District Hospital
 Telephone number 0837750568
 Email address nqabantamo@echealth.co.za

Additional information

| | |
|--------------------------|---|
| Your hobbies | Listening radio Watching TV Family time |
| Driver licenses | None |
| Salary you wish | R10 000 R per month |
| How much do you earn now | R0 R per month |