



# Sindisiwe Penelope Nyembe

Curriculum Vitae (CV)

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

Administration clerk

### Skills

- Good communication skill in verbal and written
- Good organisational skill to another type of positive trade
- Time management skill
- I have an ability to work under pressure
- I have computer literacy(MS office and Pastel Accounting
- Ability to multi task
- I have self discipline and self confidence
- Good interpersonal skills
- Ability to think logically and possesses great problem solving skill
- Ability to take responsibility for action taken
- Knowledge of clerical and Administration Activities
- I have a good telephonic etiquette

### Qualifications

- I have grade12 and National Diploma in Financial management.

### Experience

I've been working under the Supply chain management as an intern at Department of Correctional Service for 1 year.

I also compile the quotations and it to the suppliers,Do the follow up to confirm that they received the quotation,Check all the prices quotations received from the suppliers,Capture orders for pettycash,Capturing sending and faxing the official to suppliers,Do filing for the orders.

Preferred occupation

Administrators

Administrative jobs

Preferred work location Gauteng

### Contacts and general information about me

Day of birth 1986-08-21 (39 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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### Additional information

Salary you wish 9000 R per month