



# Sindisiwe Monica Khalishwayo

Curriculum Vitae (CV)

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

My name is Sindisiwe Monica Khalishwayo. I have recently completed my Diploma in Administrative Information Management. I have a Marketing Management N6 Certificate as well as 4 years experience in retail as a Sales Advisor the skills I have learnt at H&M is communication skills ,customer service skills , product and brand knowledge ,time management as well as Point of sale (POS) . I have attached a copy of my curriculum vitae which I would like you to review should there be suitable positions.

Preferred occupation                      Customer care agent  
Administrative jobs

Government jobs  
Government jobs

Preferred work location                      Pretoria / Tshwane  
Gauteng

East Rand  
Gauteng

Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth                                      1993-05-21 (30 years old)

Gender    Female

Residential location                              East Rand  
Gauteng

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

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

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2015.09 iki 2019.01</b>  |
| Company name                       | H&M   |
| You were working at:               | Shop assistants   |
| Occupation                         | Sales Advisor   |
| What you did at this job position? | Assist Customers , Manage transactions with customers using cash register |

### Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2011.01 iki 2011.12</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | The Hill High School           |
| Educational qualification | National Senior Certificate    |

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2019.06 iki 2019.12</b> |
| Degree                    | Certificate                    |
| Educational institution   | Ekurhuleni East College        |
| Educational qualification | Marketing Management N6        |

|                           |                                       |
|---------------------------|---------------------------------------|
| Educational period        | <b>nuo 2020.01 iki 2022.12</b>        |
| Degree                    | Diploma                               |
| Educational institution   | Tshwane University of Technology      |
| Educational qualification | Administrative Information Management |

### Languages

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

### Computer knowledge

Computer Skills include :Microsoft Word ,Microsoft Excel , Microsoft Project , Microsoft PowerPoint and Microsoft Outlook

### Additional information

|                 |                    |
|-----------------|--------------------|
| Driver licenses | None               |
| Salary you wish | 10 000 R per month |