



# 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 (32 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.*  
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## 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