



Xolisa Qikani

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a humble person, kind and a hard worker. I can work well under pressure. I always prioritize my work and I meet deadlines in time. I got the internship in government departments on two occasions and I did not disappoint but because of budget constraints I could get employed.

| | |
|-------------------------|----------------------------------|
| Preferred occupation | Truck drivers Driver jobs |
| Preferred work location | Umtata / Mthatha Eastern Cape |

Contacts and general information about me

| | |
|----------------------|---|
| Gender | Male |
| Residential location | Umtata / Mthatha Eastern Cape |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|--|
| Working period | nuo 2016.08 iki 2017.08 |
| Company name | Department of Health |
| Occupation | SCM clerk |
| What you did at this job position? | Recieving and signing for stock from suppliers. Verify stock and ensure is packed in their relevant locations. |
| Working period | nuo 2017.09 iki 2021.03 |
| Company name | Department of Education |
| Occupation | Finance Intern |
| What you did at this job position? | Issue payrolls to School Principals and Clerks. Calculate allowances and subsistence and travel allowances. |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2004.01 iki 2004.12 |
| Degree | Grade 12 / Matric |
| Educational institution | Ikwezi Technical Skill Centre |
| Educational qualification | Matic |

Languages

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

Computer knowledge

Basic computer, MS Word , MS Excell, MS PowerPoint File document.

Additional information

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|---------------------|-------------------------------------|
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2009-11-00 (16 years) |
| Salary you wish | + - R12000 R per month |