



Samkelisiwe Precious Stone Shange

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im looking for administration.

Im a very organized person, am very flexible candidate who is always willing to take obstacles, am hardworking, determined and dedicated.

I have good problem solving skills and good communications skills. Am self-motivated, honest, punctual and always paying attention to detail.

Preferred occupation	Generals General jobs
Preferred work location	Kuruman Northern Cape

Contacts and general information about me

Day of birth	1990-06-14 (35 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2012.09 iki 2019.04
Company name	Rocomamas
You were working at:	Retail manager
Occupation	Manager
What you did at this job position?	Front of house manager
Working period	nuo 2021.01 iki 2022.01
Company name	Jump Mobile Mechanic
You were working at:	Sales administartor
Occupation	Service advisor
What you did at this job position?	responsible for creating quotes for clients, purchasing of car parts, organizing documents

Working period	nuo 2022.04 iki 2023.07
Company name	I-talk financial services
You were working at:	Sales administartor
Occupation	Administrator
What you did at this job position?	Marking registers, over seeing debt buster calls, doing incentives and morning reports

Education

Educational period	nuo 2019.04 iki 2021.04
Degree	Certificate
Educational institution	Iq academy
Educational qualification	Public management
I could work	Public administration

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good

Computer knowledge

Basic Microsoft Word

Working collaboratively in Microsoft Word

Basic Microsoft Excel

Formulae and Functions in Microsoft Excel

Basic Microsoft Outlook

Basic Microsoft Power Points

Using a calendar

Managing my tasks

Online Training

Video confrencing

Google drive

Instant messaging

Proofreading

Online calls

Minutes taking

Using Web browser

Recommendations

Contact person	Devin Lorance
Occupation	Retail Manager
Company	Rocomamas
Telephone number	0845874038
Contact person	Colin Shepherd
Occupation	CEO
Company	Jump Mobile Mechanics
Telephone number	0682629804
Contact person	Elizabeth dumagude
Occupation	HR Manager
Company	I-talk financial services
Telephone number	0718652443

Additional information

Your hobbies	Reading Writing Listening to music
Driver licenses	None
Salary you wish	13000 R per month
How much do you earn now	9000 R per month