



Sinoyolo Nqeto

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Can be any Job as I want to work and be responsible of my family. I am a polite and caring person with dreams, I have Office Administration NQF level 4 Qualification and Management Assistant NQF Level 5 with no experience but I have Microsoft skills and I am pretty much sure you won't regret yourself for employing me

| | |
|-------------------------|--|
| Preferred occupation | Receptionist Administrative jobs |
| | Call Centre agent Administrative jobs |
| | Shop assistants Retail, store jobs |
| Preferred work location | Southern Peninsula Western Cape |
| | Anywhere around Eastern Cape |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1998-06-18 (27 years old) |
| Gender | Female |
| Residential location | Mount Frere 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 |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2019.01 iki 2021.11 |
| Degree | Grade 12 / Matric |
| Educational institution | Ingwe Tvet |
| Educational qualification | Office Administration |
| I could work | Personal Assistant |

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2022.01 iki 2023.06 |
| Degree | Certificate |
| Educational institution | Ingwe Tvet |
| Educational qualification | Management Assistant |
| I could work | Receptionist, Secretary |

Languages

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

Additional information

| | |
|--------------------------|-------------------|
| Driver licenses | None |
| Salary you wish | R9000 R per month |
| How much do you earn now | R0 R per month |