



Cordelia Liganiso

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am Cordelia Liganiso 23 years old residing at Soweto and willing to travel. I take pride in being efficient and effective. I am a team player who goes above and above to get the job done. I started my internship with FAMOUS Brands in April as an administrator intern. I have acquired skills that will be useful in the Administration industry. I have grown fond of the job so much so I started assisting in New business administration. Famous brands has no room for absorption due to budget restraints but I am definitely an asset I would like to part of your team and grow under it just as I have grown the last couple of months. I am willing to learn and adapt as I am a flexible person. As young as I am I do have responsibilities and aspirations. Looking forward to hearing from you.

Preferred occupation Administrators
Administrative jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 2000-05-20 (23 years old)

Gender Male

Residential location Johannesburg
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 **nuo 2023.04 iki 2023.10**

Company name Famous Brands

You were working at: Operations Clerk

Occupation Administrator

What you did at this job position? Create Purchase Orders, Capturing credit against purchase invoices, Capturing invoices against purchase orders. Liasing with suppliers, drafting of fleet list, event planning.

| | |
|------------------------------------|---|
| Working period | iki 2023.12 |
| Company name | Famous Brands |
| You were working at: | Quantity surveyor |
| Occupation | New business administrator |
| What you did at this job position? | Identify new business site, liase with franchise's, conduct status. |

Education

| | |
|--------------------|---------------------------|
| Educational period | nuo 2023 iki dabar |
|--------------------|---------------------------|

Languages

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

Computer knowledge

WORKFLOW

SAGE X3 ERP V12

SAGE 300

MS EXCEL

MS POWER POINT

MS WORD

Recommendations

| | |
|------------------|-----------------------------------|
| Contact person | Lerato Rammego |
| Occupation | Senior Project Administrator |
| Company | Famous Brands |
| Telephone number | 0116515965 |
| Email address | lerato.rammego@famousbrands.co.za |

Additional information

| | |
|--------------------------|--------------------|
| Driver licenses | None |
| Salary you wish | +R7000 R per month |
| How much do you earn now | R6000 R per month |