



Asanda Sibiya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a job I can offer administrative assistance on. I have exceptional organisation skills, time management, data capturing, I pay great attention to detail.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	2000-01-14 (25 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2020.10 iki 2022.03
Company name	KwaMzala Shoes
You were working at:	Shop assistants
Occupation	Retail Shop Assistant
What you did at this job position?	Explained product benefits maximising customer engagement while driving sales. • Explained information about quality, value and style of products to influence customer buying decisions. • Prepared products for sales floor, steaming and presenting items immaculately for appealing displays. • Educated customers on product and service offerings, engaging in special offers and promotions to increase sales.

Working period **nuo 2022.11 iki dabar**

Company name Bitophuti Projects

You were working at: Administrators

Occupation Virtual Offica Administrator

What you did at this job position? Receive, redirect or respond to emails • Data Entry • Prepare, send or upload invoices and quotations • Schedule appointments • Receive and redirect external calls • Follow up on payment from clients • Direct queries from clients

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Windows

Microsoft Office

Microsoft Excel

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2020-03-00 (5 years)
Salary you wish	7000 R per month
How much do you earn now	5000 R per month