



Ida Msibi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have a National Diploma in Management Assistant, I'm looking for a job that related to my qualification e.g. admin clerk, filling clerk , data capturing but if currently what I'm qualified for is not available i can do general worker e.g cleaning or cashier even shop assistant.

Preferred occupation	Filing clerk Administrative jobs
	Generals General jobs
	Cashiers Retail, store jobs
	Data capturers Administrative jobs
	Switchboard operator Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1992-01-01 (33 years old)
Gender	Female
Residential location	Delmas Mpumalanga
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 2018.10 iki 2021.06
Company name	Clientele insurance
You were working at:	Sales agent
Occupation	Selling insurance
What you did at this job position?	Selling funeral cover, data capturing and advising customers

Working period	nuo 2015.11 iki 2018.02
Company name	Lesedi Local municipality
You were working at:	Filing clerk
Occupation	Office assistant
What you did at this job position?	Filing documents, scan and mail, making copies, preparing reports, data capturing and answering incoming calls

Education

Educational period	nuo 2012.02 iki 2014.06
Degree	Diploma
Educational institution	Sedibeng college
Educational qualification	Management Assistant
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent

Computer knowledge

Micro soft word, excel, power point, onenote, office, email and internet

Recommendations

Contact person	Mbali Hlumbane
Occupation	HR officer
Company	Lesedi Local municipality
Telephone number	0164920068
Contact person	Nkateko sibeko
Occupation	Regional manager
Company	Clientele insurance
Telephone number	0764606144

Additional information

Your hobbies	Reading Watching tv and exercise
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-02-00 (3 years)
Salary you wish	6000 R per month