



Sandra Nyirenda

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job vacancy in the Administration field.

I am looking for switchboard operator, Administration clerk, Reception as well as call centre.

I am a young vibrant individual, good team player and very attentive to detail. Fast learner with a very good eye.

I like to keep things in order and also keep a neat and tidy area.

Preferred occupation Customer care agent
Administrative jobs

Switchboard operator
Administrative jobs

Administrators
Administrative jobs

Government jobs
Government jobs

Preferred work location Johannesburg
Gauteng

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1997-01-14 (27 years old)

Gender Female

Residential location East Rand
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 2016.01 iki 2016.12**
 Company name Mutingati projects
 You were working at: Filing clerk
 Occupation Administration
 What you did at this job position? Answering calls, taking messages for the necessary persons, photocopying and filing records. Receiving and sending emails

Working period **nuo 2018.01 iki 2020.03**
 Company name Aftercare assist
 You were working at: Aftercare assistant
 Occupation Aftercare assistant
 What you did at this job position? Assisted children from grades 1 to 9 with their homework and projects. Handled necessary administration of the aftercare such as payment recording, typing out letters.

Education

Educational period **nuo 2011.01 iki 2015.12**
 Degree Grade 12 / Matric
 Educational institution Benoni High School
 Educational qualification Matric
 I could work I obtained my matric and passed with a Bachelor's degree acceptance

Educational period **nuo 2017.01 iki 2017.12**
 Degree Certificate
 Educational institution Icollege
 Educational qualification Business Administration
 I could work After writing my exams and passing. I obtained my certificate

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	basic	good	basic
isiZulu	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
SiSwati	fluent	fluent	good

Computer knowledge

Microsoft word, Excel, PowerPoint, outlook,

Additional information

Your hobbies	My hobbies are reading, swimming, jogging, listening to music and hiking
Driver licenses	None
Salary you wish	R8500 R per month
How much do you earn now	R2500 R per month