



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 (28 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 |