



Sinazo Xabanisa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for data collection, capturing, verification position.. I have strong analytical skill and strong accuracy experienced in Microsoft Package, Firefox, Ms Teams, Ms Outlook, Internet Explorer. I do record keeping reand filling of previously used data tools.

Involved in data cleaning and routine assessments

Conduct data capturing using various tools and systems namely, Zoho CRM, Tier. Net, EDrweb etc

I also studied HR Management up to N6

I did Leave Management

Employee Service Termination

Recruitment and selection

Salary Administration

Preferred occupation Data capturers
Administrative jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth	1984-10-16 (41 years old)
Gender	Female
Residential location	Alice Eastern Cape
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

Additional information

Salary you wish	20 000 R per month
How much do you earn now	18 000 R per month