



# Xolelwa Vitshima

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Administration clerk

Preferred occupation

Administrators

Administrative jobs

Government jobs

Government jobs

Preferred work location

East London

Eastern Cape

## Contacts and general information about me

Day of birth 1992-05-06 (33 years old)

Gender Female

Residential location East London

Eastern Cape

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 2022.07 iki 2024.06**

Company name Department of Social Development

You were working at: Administrators

Occupation Assistant Adiministratin Experiential Learner

What you did at this job position? Changing banking details of employees. • Recruitment. • Capture housing. • Termination of employment • Capture PMDS SDIMS • Capturing attendance register on MIS system. • Assisted on capturing of leaves. • Assisted on authorizations COMPUTER PRACTICE • Assisted in typing reports (e.g. monthly, minutes, practitioner reports). • Assisted in typing memo and registers for service offices. • Assisted in receiving and sending emails

## Education

Educational period **nuo 2020.01 iki 2022.07**

Degree Certificate

Educational institution King Hintsza TVET College

Educational qualification Public Management N6

I could work As administrator

Educational period **nuo 2018.01 iki 2018.12**

Degree Grade 12 / Matric

Educational institution King Hintsza TVET College

Educational qualification NQF Level 4

I could work With a team

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiXhosa	very good	very good	very good
English	very good	very good	good

### **Computer knowledge**

Computer Literacy Skils (MS Word,MS Exel,Browsing and Outlook)

### **Recommendations**

Contact person Mr S Xabanisa

Occupation HR Manager

Company Department of Social Development

Telephone number 0676672042

Email address sikhumbule.xabanisa@ecdssd.gov.za

Contact person Ms M Tetani

Occupation Lecturer

Company King Hintsza TVET College

Telephone number 0783994390

Email address makaziwetetani@kinghintsacollege.co.za

### **Additional information**

Your hobbies I like to interact with people.  
Surfing through the internet  
I like learning new things

Driver licenses None

Salary you wish 11000 R per month

How much do you earn now 7200 R per month