



# Sihlesenkosi Sima

## Curriculum Vitae (CV)

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

I'm looking for an administration job where I can utilize my organizational skills, attention to detail, and excellent communication abilities. With 2 years of experience in administration, I possess strong positive points, including:

- Proficiency in Microsoft Office and other productivity tools
- Excellent time management and prioritization skills
- Strong problem-solving and analytical abilities
- Ability to work independently and as part of a team
- Effective communication and interpersonal skills

I'm confident that my skills and experience make me a strong candidate for an administration role. I'm excited about the opportunity to contribute to a dynamic team and support the organization's success.

Some potential administration job titles I might be interested in include:

- Administrative Assistant
- Office Manager
- Executive Secretary
- Data Entry Clerk
- Receptionist

### Preferred occupation

## Administrators

### Preferred work location

## Johannesburg Gauteng

## **Contacts and general information about me**

Day of birth 2001-08-15 (24 years old)

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

#### **Additional information**

Salary you wish 5000 R per month

How much do you earn now 4800 R per month