



Siviwe Mrwetyana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Good communication skills

Attention to detail

Organisational skills

Computer skills

Events management

Records management

Customer skills

Preferred occupation

Administrators

Administrative jobs

Jobs abroad

Jobs abroad

Preferred work location

East London

Eastern Cape

Johannesburg

Gauteng

Cape Town

Western Cape

Contacts and general information about me

Day of birth

1980-02-22 (45 years old)

Gender

Male

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 2025.01 iki dabar**
 Company name Beaconhurst Investments
 You were working at: Administrators
 Occupation Administrator
 What you did at this job position? Property management, manage relations with tenants, rent collections, lease agreements, payment allocations, queries, maintenance

Working period **nuo 2023.11 iki dabar**
 Company name Kubu Science and Technology Institute
 You were working at: Administrators
 Occupation Committee Officer/Administrator
 What you did at this job position? Manage Senate Committee of Council and it's subcommittees, draft meeting agendas, record meetings, draft minutes, draft action item lists, dissemination of agendas and action item lists, follow up with members, manage policies, manage records, general enquiries

Education

Educational period **nuo 2001.01 iki 2005.12**
 Degree Degree
 Educational institution Fort Hare University
 Educational qualification Bachelor of Arts

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent

Computer knowledge

Microsoft Word
 Microsoft Excel
 Microsoft Project

Conferences, seminars

Events Managements
 Records Management
 Research Skills

Recommendations

Contact person	Dr Alice Okeyo
Occupation	Registrar
Company	Kubu Science and Technology Institute
Telephone number	+27726895284

Additional information

Driver licenses	B Light Vehicle \leq 3,500kg
Driver license from	2005-00-00 (21 years)
Salary you wish	20000 R per month
How much do you earn now	10000 R per month