



# Linda Fihliwe Godi

Curriculum Vitae (CV)

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

I am an adult female, 45 years of age. I have 13 years working experience in Government. My strength is in my logical and analytical thinking and also in my problem solving method. Acquired skills and tactics of dealing with people from diverse cultures and background is the backup of my strength. I am a hard worker and also a fast learner. I always treat my employer and clients with dignity and respect. I am confident that given the opportunity I can deliver the best.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Witrivier<br>Mpumalanga               |

## Contacts and general information about me

|                      |  |
|----------------------|--|
| Day of birth         | 1971-04-18 (54 years old)  |
| Gender               | Female   |
| Residential location | Hazyview<br>Mpumalanga   |
| Telephone number     | Information is available only for registered users.<br><a href="#">Sign in</a> |
| Email address        | Information is available only for registered users.<br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 1998.01 iki 2009.01</b>                                |
| Company name                       | Department of Home Affairs                                    |
| You were working at:               | Administrators  |
| Occupation                         | Administrative Officer  |
| What you did at this job position? | Civic Affairs, finance, registry, provisioning administration |
| Working period                     | <b>nuo 2014.01 iki 2016.05</b>                                |
| Company name                       | Department of Education                                       |
| You were working at:               | Administrators  |
| Occupation                         | Admin clerk   |
| What you did at this job position? | Administration, finance, logistics support services           |

## Education

|                         |                                |
|-------------------------|--------------------------------|
| Educational period      | <b>nuo 1996.01 iki 1997.06</b> |
| Degree                  | Certificate                    |
| Educational institution | Rand Afrikaans University      |
| I could work            | Admin, finances, reception     |

## Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| Xitsonga | fluent         | fluent              | fluent        |
| isiZulu  | good           | good                | basic         |

## Computer knowledge

I have computer basic knowledge in the following programs: Ms Word, Excel, Powerpoint.

## Conferences, seminars

New comers course - 1998  
 Customer care and telephone etiquette - 1998  
 Public finance management -2000  
 Performance management and development system - 2008  
 Whistle blowing - 2006  
 Pro-quote - 2005  
 Revitalization of batho pele - 2007  
 Revenue management - 2004  
 Toning of the SCOA items - 2003  
 Client relations - 2001  
 Introduction to budgeting and financial control measures - 2002  
 Receipt capturing - 2007  
 Certificate in budgeting - 2008  
 Certificate of appreciation - outstanding female employee st DO Hazyview - 2005

## Recommendations

|                  |                          |
|------------------|--------------------------|
| Contact person   | Nkosi Michelle Getrude   |
| Occupation       | Labour Relations Officer |
| Company          | Department of Education  |
| Telephone number | 082 821 5330             |

## Additional information

|              |                       |
|--------------|-----------------------|
| Your hobbies | Singing<br>Travelling |
|--------------|-----------------------|

|                          |  |
|--------------------------|--|
| Driver licenses          | EB Articulated Light Vehicle ≤ 3,500kg |
| Driver license from      | 1994-08-00 (31 years)                  |
| Salary you wish          | 18 000 R per month                     |
| How much do you earn now | 11 933 R per month                     |