Josina Sidina

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a person who takes her job as a first priority, I believe on company rules and regulations not forgetting high confidentiality if needed. I'm a team player and work good also on my own. I always build a good relationship with my colleagues and with the clients I deal with. Communication and listening skills are key.

Preferred occupation	**Administrators** Administrative jobs
Preferred work location	**Southern Suburbs** Western Cape

Contacts and general information about me

Day of birth	1984-12-15 (40 years old)
Gender	Female
Residential location	Cape Town Western Cape
Telephone number	*Information is available only for registered users.* Sign in
Email address	*Information is available only for registered users.* Sign in

Work experience

Working period	**nuo 2013.06 iki 2016.07**
Company name	Sa Harvest
You were working at:	Administrators
Occupation	Admin assistant
What you did at this job position?	dealing with overseas clients,put through order, process payments etc.

Working period	**nuo 2012.07 iki 2013.05**
Company name	Road Accident Fund
You were working at:	Finance managers
Occupation	Intern data capturer
What you did at this job position?	Capture and update clients information and see how much money needs to be paid out.

Education

Educational period	**nuo 2003.01 iki 2003.12**
Degree	Grade 12 / Matric
Educational institution	Cape College
Educational qualification	Certificate

Languages

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

Computer knowledge

Excel, Word, powerpoint, outlook, Internet

Recommendations

Contact person	Pales Mollele
Occupation	Brand manager
Company	Sea Harvest
Telephone number	0227014100
Email address	palesam@Seaharvest.co.za

Additional information

Your hobbies	Watching movies, playing netball and travelling.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2007-06-00 (18 years)
Salary you wish	12000 R per month
How much do you earn now	10500 R per month