



Jenipfa Tsindikidzo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a lady aged 36 looking for a job as an executive assistant or secretary. I am a holder of a diploma in Office Administration with Institute of Administration and Commerce. I'm currently working as an Executive Assistant of the Provincial Development Officer in the Ministry of Women Affairs Gender and Community Development. I am confident, resourceful, hardworking, self motivated and efficient lady who can work and operate independently with minimum supervision.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1979-02-27 (46 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2015.09 iki 2016.11
Company name	Ministry of Women Affairs Gender and Community Development
Occupation	Executive Assistant
What you did at this job position?	Typing correspondences for departments, managing day today operations of the office, organising and maintaining files and records, planning and scheduling meetings and appointments,, planning and editing correspondences, reports and presentations, disseminating information, handling confidential information of the staff, making travel and guest arrangements, providing quality customer service, minute writing, managing the Provincial Development Officer 's diary

Education

Educational period	nuo 2011.01 iki 2014.06
Degree	Diploma
Educational institution	Institute of Administration and Commerce
Educational qualification	Diploma

Languages

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

Computer knowledge

Windows 7,8 Windows Vista and XP, Ms Word, Excel, Access, power point, Internet and email

Recommendations

Contact person	Mrs Kristina Svova
Occupation	Human Resources Officer
Company	Ministry of Women Affairs Gender and Community Development
Telephone number	+263772652837

Additional information

Your hobbies	Reading books, novels and traveling
Driver licenses	None
Salary you wish	10 000 R per month