



Sipho Mambalu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an hard working person, easy and used to work under pressure, easily to connect with people
Im working with but main point is that what connects us is work only and get the work done.

I did human resource management N4,N5,N6. Worked at build it as a sales person, did my
practicals at Tower Hospital mental institution in Fortbeaufort for a period of 5months,

I am flexible enough if there are other positions available.

Currently I am working for an individual business man/ Advocate as Personal Assistant.

Preferred occupation

Other jobs

Other jobs

Car drivers

Driver jobs

Preferred work location

East London

Eastern Cape

Port Elizabeth

Eastern Cape

Contacts and general information about me

Day of birth

1991-10-17 (32 years old)

Gender

Male

Residential location

Grahamstown

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 2015.09 iki 2016**

Company name M&M Advocate Office

You were working at: Lawyers

Occupation Advocate's P.A

What you did at this job position? typing, managing corresponding with clients, updating diary, writing notes in consultations and managing travelling budgets.

Education

Degree Certificate

Educational institution East Cape Midlands College

Educational qualification Matric certificate, N4, N5 and N6 Human Resource Management

I could work under pressure, over times as long the task is going to be completed

Languages

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

Computer knowledge

Successfully completed end user computer literacy at Awona Empowerment Technologies. Skills Achieved:

Ms word 2007

Ms word advance course

Ms office - Administration

Ms excel

Power point and Email & Internet

Recommendations

Contact person Advocate Mpahlwa

Occupation Manager/Boss

Company M&M Advocate Office

Telephone number 079 378 9940

Email address advocatemxm@gmail.com

Additional information

Your hobbies Listening to music, cooking, watching news and playing cricket.

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from	2016-06-00 (7 years)
Salary you wish	7,500 -8000 R per month
How much do you earn now	5000 R per month