



# Mandisa Singane

Curriculum Vitae (CV)

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

Young vibrant lady looking for an opportunity to gain work experience, i find great pleasure in working with people, consider myself a very positive person, honest and hard working.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Secretaries<br>Administrative jobs    |
|                         | Generals<br>General jobs              |
|                         | Shop assistants<br>Retail, store jobs |
|                         | Telemarketers<br>Sales jobs           |
| Preferred work location | Pretoria / Tshwane<br>Gauteng         |
|                         | Upington<br>Northern Cape             |
|                         | Mbombela / Nelspruit<br>Mpumalanga    |
|                         | Malelane<br>Mpumalanga                |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1994-04-18 (30 years old)   |
| Gender               | Female  |
| Residential location | Pretoria / Tshwane<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                      |                    |
|----------------------|--------------------|
| Company name         | lupenyo investment |
| You were working at: | Secretaries        |
| Occupation           | admin assistant    |

**Education**

Educational period                      **nuo 2017.02 iki 2017.11**

Degree                                      Certificate

Educational institution                  university of south africa

Educational qualification                higher certificate: economics and management science

Educational period                      **nuo 2016.02 iki 2016.11**

Degree                                      Certificate

Educational institution                  witbank engineering varsity

Educational qualification                ancillary health care

I could work                                health care worker and data typist at hospitals

Educational period                      **nuo 2016.02 iki 2016.05**

Degree                                      Certificate

Educational institution                  sheppard academy

Educational qualification                computer

I could work                                data entry, receptionist, admin assistant

**Languages**

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English   | fluent         | fluent              | fluent        |
| Afrikaans | fluent         | fluent              | fluent        |
| SiSwati   | good           | good                | good          |

**Computer knowledge**

microsoft word , excel, access, power point

**Recommendations**

Contact person                          prince mauludzi

Occupation                                administrator

Company                                    lupenyo investment

**Additional information**

Salary you wish                          3500 R per month