



# Sadika Singh

Curriculum Vitae (CV)

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

Reception

Administration

Secretary position.

Data capturing

Customer service

Finance position: Debtors

Preferred occupation      Administrators  
Administrative jobs

Preferred work location      West Rand  
Gauteng

## Contacts and general information about me

Day of birth      1978-06-13 (47 years old)

Gender      Female

Residential location      West Rand  
Gauteng

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 2019.06 iki 2020.05**

Company name      Sun International

You were working at:      Debt collector

Occupation      Debtors

What you did at this job position?      Invoicing, reconciliation, statement and debt collection

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 1990.01 iki 1995.12</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | Woodlands Secondary School     |
| Educational qualification | Matric Exemption               |
| I could work              | I am currently available       |

#### Languages

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English   | fluent         | fluent              | fluent        |
| Afrikaans | very good      | fluent              | very good     |
| isiZulu   | fluent         | very good           | basic         |

#### Computer knowledge

Microsoft Office, Windows , Word, Excel and Power Point

SAP

Opera

#### Additional information

|                          |  |
|--------------------------|--|
| Your hobbies             | Reading, listening to music, walking and cooking |
| Driver licenses          | B Light Vehicle ≤ 3,500kg                        |
| Salary you wish          | 1200.00 R per month                              |
| How much do you earn now | R16000.00 R per month                            |