



Sifundo Ngobese

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Young, dynamic and energetic person seeking for the challenging and rewarding opportunity to demonstrate intellectual abilities and make positive contribution to your organisation.

Preferred occupation **Systems Administrator**
Administrative jobs

Preferred work location **Durban City**
KwaZulu-Natal

Contacts and general information about me

Day of birth **1994-03-22 (31 years old)**

Gender **Male**

Residential location **Durban City**
KwaZulu-Natal

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 2013.04 iki 2018.07**

Company name **Shoprite Distribution Center**

You were working at: **Administrators**

Occupation **Systems Administrator**

What you did at this job position?

- Renders all general and financial administration/ clerical on system (capturing, invoicing, controlling and ordering of consumable/stationery)
- Month end reports and Accruals/ provisions
- Reports done via system 'Shop 6'
- Renders administration support and undertake general office duties, including written correspondence, telephone communication, faxing and emailing reports
- Controlling the stock movement - inbound and outbound
- Ordering of stock, capturing and recording, compiling reports, reconciliation and controlling returns
- Stock take, scanning and stock controller
- Co-ordinating suppliers uplifts returns
- Daily stats, filling and reports

Education

Educational period	nuo 2011.01 iki 2012.01
Degree	Grade 12 / Matric
Educational institution	Glenhaven Secondary School
Educational qualification	Matric
I could work	yes

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiZulu	good	good	good

Computer knowledge

introduction and Intermediate- Ms Word, Ms Power Point, Ms Excel,
Speed Typing, Multimedia and Internet browsing

Conferences, seminars

KZN Computer Training Centre

Year of study: 2016

Additional information

Your hobbies	Soccer
Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	6000 R per month