



Esther Sibongile Phoko

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Data capture

Dedication.

I am trustworthy hard worker

A very creative patience person

I am very eager to learn and If I don't understand I m not scared to ask.

Problem solver

Preferred occupation

Data capturers

Administrative jobs

Filing clerk

Administrative jobs

Generals

General jobs

Preferred work location

Witbank

Mpumalanga

Acklanpark

Gauteng

Contacts and general information about me

Gender

Female

Residential location

Middelburg

Mpumalanga

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 2003.03 iki 2017.07
Company name	Stevetshwete Local Municipality
You were working at:	Generals
Occupation	Library Assistant Grade 1
What you did at this job position?	<ul style="list-style-type: none"> o Make sure that all the machines are operating well and well serviced o Make sure that the photocopy is neat o Answering calls o Attending meetings when having different activities/campaigns and compiling the minutes submit to the executive manager. o Ordering the cartridge for the photocopy machine when its finish o Liaise with the provincial Library in terms of their photocopy machine, books etc. o Taking care of the campaigns, schools pre-schools and farm schools o Visit the clinic in terms of educating the community with different types of diseases depending on the theme for the month. o Compiling the reports after every campaign. o Keeping all the records from the library.

Education

Educational period	nuo 1999.03 iki 2005.06
Degree	Certificate
Educational institution	Damelin Computer School
Educational qualification	Certificate
I could work	At the office

Educational period	nuo 2007.08 iki 2008.06
Degree	Certificate
Educational institution	Microsoft Office Proffessional
Educational qualification	Certificate
I could work	With Computers

Languages

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

Computer knowledge

Introduction Personal in Computing for Windows

Fundamentals of Microsoft

Microsoft Office XP Core Level

Excel

Word

Windows

Power Point

Microsoft Office Professional

Conferences, seminars

I attend the course for KOGA system for capturing the new books on the system-2010
Attend SLIMS that was the new system to upgrade the latest system for new books save and check title and authors reference of the books-2015.

Recommendations

Contact person	Nathaniel Sibanda
Occupation	Superintendent Security Department
Company	Stevetshwete Local Municipality
Telephone number	0132497037
Email address	nsibanda@stlm.gov.za

Contact person	Siyabonga Masuku
Occupation	Student
Company	University of Johannesburg
Telephone number	0723924333
Email address	siyabongam07@gmail.com

Additional information

Your hobbies	Love cooking Walking around the block Visit homebase care centre
Driver licenses	EC1 Articulated Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-09-00 (8 years)
Salary you wish	12000 R per month