



# Funeka Lubinda

Curriculum Vitae (CV)

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

I'm kind, obedient and self motivated introvert. A very organized person who does not mind routine tasks and who is always positive in what she does.

As a recent college student I'm aware that I lack in work experience but I'm willing to learn, work hard and do my best in helping achieving any organisation's goals.

### Preferred occupation

**Administrators**

Administrative jobs

**Operations Clerk**

Administrative jobs

**Filing clerk**

Administrative jobs

**Data capturers**

Administrative jobs

**Dispatchers**

Administrative jobs

**Bookkeeper**

Administrative jobs

### Preferred work location

**Pretoria / Tshwane**

Gauteng

**Upington**

Northern Cape

**Bloemfontein**

Free State

**Witbank**

Mpumalanga

**Cape Town**

Western Cape

## Contacts and general information about me

Day of birth

1994-01-13 (30 years old)

Gender

Female

Residential location

Cape Town

Western Cape

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

**Education**

Educational period	<b>nuo 2016.01 iki 2017.06</b>
Degree	Certificate
Educational institution	West Coast College
Educational qualification	National N Diploma: Management Assistant (N4-N6)
Educational period	<b>nuo 2008.01 iki 2012.11</b>
Degree	Grade 12 / Matric
Educational institution	Sizimisele Technical High
Educational qualification	National Senior Certificate

**Languages**

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

**Computer knowledge**

MICROSOFT OFFICE

- \* Microsoft Word
- \* Excel
- \* Microsoft PowerPoint

**Additional information**

Your hobbies Reading, playing games and outdoors.

Driver licenses None