



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 (31 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 **nuo 2016.01 iki 2017.06**

Degree Certificate

Educational institution West Coast College

Educational qualification National N Diploma: Management Assistant (N4-N6)

Educational period **nuo 2008.01 iki 2012.11**

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