



Believe Life Sithole

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for administration work in order for me to grow in this career path and someday be one of the Executive secretary in a company that will allow me to reach my full pontetial and live a professional and affordable life doing my favorite job in my favorite field. I have 18 months experience as an admin clerk and secretary

Preferred occupation

Administrators

Administrative jobs

Car drivers

Driver jobs

Secretaries

Administrative jobs

Receptionist

Administrative jobs

Data capturers

Administrative jobs

Preferred work location

Pretoria / Tshwane

Gauteng

Johannesburg

Gauteng

East Rand

Gauteng

Mbombela / Nelspruit

Mpumalanga

Contacts and general information about me

Day of birth

1993-02-16 (32 years old)

Gender

Male

Residential location

Gauteng

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 2015.06 iki 2016.12
Company name	Department of agriculture
You were working at:	Secretaries
Occupation	Secretary

Education

Educational period	nuo 2011.06 iki 2012.11
Degree	Diploma
Educational institution	Letaba FET
Educational qualification	Management assistant N6
I could work	Admin clerk/data capture/receptionist/secretary/PA

Languages

Language	Speaking level	Understanding level	Writing level
Xitsonga	fluent	very good	very good
English	very good	very good	very good
Sepedi	good	very good	basic

Computer knowledge

Good computer skills

-microsoft word

-excel

-powerpoint

-access

It was a major subject from grade 12 into my management assistant course

Recommendations

Contact person	Patrick nyathi
Occupation	Communication officer
Company	Department of agriculture in bushbuckridge
Telephone number	0791288929

Additional information

Your hobbies	Reading the news online Playing chess Playing football Listening to music
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Driver licenses	B Light Vehicle ≤ 3,500kg
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Driver license from	2014-03-00 (11 years)
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Salary you wish	8000 R per month
How much do you earn now	6000 R per month