Zonke Sikiti

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a very outspoken person that works well with people of all walks of life.

I am very dedicated and always ensure that work is done efficiently, effectively and on time at all times.

I always ensure that i learn as much as i can in order to better my understanding of job as well as to come up with ideas on how i can improve myself and better my job skills in that particular post. I am a respectful person that loves to be given respect at all times. I believe that if we all respect each other, our working environment will be a wonderful space to work in, which in turn motivates one to get up every morning and go to work. I am currently assisting with administrative work at my current job. I would love the opportunity to move onto a bigger space and bigger company where the experience of learning more than i already know is vast.

Preferred occupation	Data capturers Administrative jobs
	Administrators Administrative jobs
	Secretaries Administrative jobs
Preferred work location	East London Eastern Cape

Contacts and general information about me

Day of birth	1990-09-29 (35 years old)
Gender	Female
Residential location	East London Eastern Cape
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 2016.07 iki 2018.02**
Company name	Kalolisi Investments
You were working at:	Data capturers
Occupation	Data capturer
What you did at this job position?	- Capturing Human Resource (HR) files using their Persal no. according to their Districts. - Capturing of Loose Correspondences (LCs). - Capturing Payment Vouchers (PVR) according to their Financial Years. - Managing Storage Boxes if storage is not closed by previous user. - Doing Quality Assurance (Box QA) for each storage box done. - Doing File Preparation for National Minimum Information Requirement (NMIR). - Doing NMIR File Checking according to the Checklist.

Working period	**nuo 2018.08 iki 2019.03**
Company name	Sinomonde Primary School
You were working at:	Trainers
Occupation	Grade R Assistant
What you did at this job position?	- Assist teachers with classroom activities. - Observing how teacher addresses the class. - Assist teachers with providing learners with classroom material.

Working period	**nuo 2019.04 iki dabar**
Company name	Sinomonde Primary School
You were working at:	Other jobs
Occupation	Learner Support Agent
What you did at this job position?	- Assisting learners holistically. - Arranging home visits. - Assisting learners where social grants are being misused at home. - Providing food parcels to learners. - Assist learners with obtaining birth certificates

Education

Educational period	**nuo 2019.01 iki dabar**
Degree	Diploma
Educational institution	Buffalo City FET College
Educational qualification	Management Assistant
I could work	I could work as an Executive Assistant, Personal Assistant, Office Manager, Front Desk Receptionist, Administrative Clerk

Languages

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

Computer knowledge

- Microsoft Excel

- Microsoft Access

-Microsoft PowerPoint

- Internet Explorer

- Microsoft Word

Recommendations

Contact person	Mr. Sakhumzi Booi
Occupation	Project Manager
Company	Kalolisi Investments
Telephone number	081 471 6153
Contact person	Mr. V Nkohla
Occupation	Principal
Company	Sinomonde Primary School
Telephone number	043 736 9880

Additional information

Your hobbies	I love netball I love relaxing in a quiet space
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2019-04-00 (6 years)
Salary you wish	15000 R per month
How much do you earn now	4000 R per month