



# Ntombifuthi Sikhakhane

Curriculum Vitae (CV)

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

Admin clerk

In my previous job I was working as admin clerk

I was updating of staff registers and submitting to payroll and manages

Monitoring of fuel consumption and updating of on system

Faxing emailing and scanning of documents to payroll and manages

Placing order for refuse collection

Assistant with switchboard duties

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Durban City  
KwaZulu-Natal

## Contacts and general information about me

Day of birth	1991-02-24 (34 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2014.03 iki 2017.03</b>
Company name	Don't waste services
You were working at:	Generals
Occupation	Admin clerk
What you did at this job position?	Assistant with switchboard duties faxing emailing and scanning of documents to payroll and manages

## Education

Educational period	<b>nuo 2010.01 iki 2010.12</b>
Degree	Certificate
Educational institution	PC training and business college
Educational qualification	Hospitality reception
I could work	2011

#### Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good

#### Additional information

Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	600 R per month