



Nhlanhla Sibanyoni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a young and vibrant lady. I am a hard worker and I am good in management. I am punctual, able to keep up with the deadlines, prioritises my work and always open to try new things in different departments.

Any job that has to do with management will be highly accepted. Employing me is like having another asset in your company. My work will speak for itself.

Preferred occupation Management, human resources jobs

Preferred work location Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1998-02-25 (27 years old)

Gender Female

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 **from 2018.12 to 2018.12**

Company name Duma Nokwe Chambers

You were working at: Personal assistant

Occupation Personal assistant

What you did at this job position? Ran errands for my senior, ordered food from the kitchen and other shops, made fillings too.

Working period **from 2016.02 to 2018.12**

Company name Eezy M motor spares

You were working at: Salesperson

Occupation Salesperson

What you did at this job position? Sold products directly to the people

Education

| | |
|---------------------------|---------------------------------|
| Educational period | nuo 2017.07 iki 2019.12 |
| Degree | Diploma |
| Educational institution | Tshwane North Tvet College |
| Educational qualification | Diploma in management assistant |
| I could work | Management jobs |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------------|-----------------------|----------------------------|----------------------|
| English | very good | very good | very good |
| isiZulu | very good | very good | basic |
| Setswana | very good | very good | very good |
| SiSwati | good | very good | do not know |

Computer knowledge

Microsoft excel
Microsoft word
Microsoft access

Additional information

| | |
|--------------------------|--|
| Your hobbies | Being in charge. Being accountable. In managerial department |
| Driver licenses | None |
| Salary you wish | R15 000 R per month |
| How much do you earn now | R10 000 R per month |