



Sanelisiwe Maseko

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Administrator, Reception jobs off wjich i have experience in and want to grow and gain more experience...

Preferred occupation	Administrators Administrative jobs
	Generals General jobs

Contacts and general information about me

Day of birth	1984-12-03 (41 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2018.08 iki 2020.02
Company name	Famous Brands
You were working at:	Administrators
Occupation	IT Admin
What you did at this job position?	Processing orders, invoicing and installing 3G sim cards

Working period	nuo 2017.11 iki 2018.02
Company name	Famous Brands
You were working at:	Receptionists
Occupation	Receptionist
What you did at this job position?	Welcoming Clients and visitors, recieving incoming calls and directing them

Working period **nuo 2015.08 iki 2018.07**
 Company name Famous Brands
 You were working at: Kitchen staff
 Occupation General Assistant
 What you did at this job position? Cleaning offices and making tea for meetings

Working period **nuo 2008.01 iki 2009.02**
 Company name Edcon
 You were working at: Agents
 Occupation Call Center Agent
 What you did at this job position? Opening of new Accounts, Debt collecting, Data Capturer and Customer Services

Working period **nuo 2011.09 iki 2012.04**
 Company name Bizworks
 You were working at: Agents
 Occupation Call Center Agent
 What you did at this job position? Data Capturer

Education

Educational period **nuo 2016.11 iki 2017.11**
 Degree Certificate
 Educational institution IQ Academy
 Educational qualification Supply Chain Management
 I could work Procurement, Exports an Recieving

Educational period **nuo 2005.06 iki 2006.06**
 Degree Certificate
 Educational institution Stanford Business and Computer College
 Educational qualification IT
 I could work IT Admin, Networking and Programming

Educational period **nuo 2005.06 iki 2006.06**
 Degree Certificate
 Educational institution Stanford Business and Computer College
 Educational qualification End User Computing
 I could work Ms Excel, Office, Word

Languages

Language	Speaking level	Understanding level	Writing level
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English	very good	very good	very good
isiZulu	very good	very good	very good
isiXhosa	very good	very good	very good
SiSwati	very good	very good	very good

Computer knowledge

MS Word, Excel, Office, Power Point, Internet and Email

Additional information

Your hobbies	Reading, Socialising and Writting
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	9000 R per month