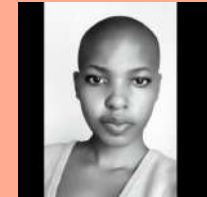


## ANGEL ANDILE SIBIYA

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### OBJECTIVE

To enhance my skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

### EXPERIENCE

#### Lindasiwiwe Trading Enterprise Pty Ltd

January 2015 - June 2020

Transcriber / Translator

Transfer calls

Transcribe calls including but not limited to: satisfaction survey responses, medical conditions, prescription drug names, and member information

Transcribe recorded audio from phone-based interaction

Listen to and write out audio recordings.

Expand shorthand notes.

Transcribe live meetings.

Edit transcriptions before filing them.

Keep transcriptions organized for later use.

### EDUCATION

#### University Of South Africa

Class of 2021

Bcom Law

#### Esizibeni Secondary School

Class of 2011

Commercial Stream

Matric

### PROJECTS

#### Phansi With Drugs

Took part in a Phansi With Drugs Campaign that was aimed at raising awareness to the youth in my area.

### SKILLS

Typing speed

Technological savvy

Communication

Attention to detail

Organization

Time Management

Database structure

Research and data collection

Accuracy

Focus

### REFERENCE

Linda Nongayiyane - "Lindasiwiwe Trading Enterprise Pty Ltd "

Director

+27730742108

### LANGUAGES

IsiZulu

English

IsiXhosa

### INTERESTS

Travelling

Reading