



Deborah Mathebula

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I 'm looking for Apprenticeship or Learnership so that i can gain experience in the mining sector. I am a team player and can also work as an individual who always maintains positive attitude towards people. I am a flexible person who is willing to learn more and do any kind of work in a work place .

I give attention to details and i like listening to other people's ideas inoder to gain more experience.

Thank you

Kindly regards

Deborah Mathebula

Preferred occupation

Jobs for students
Student jobs

Engineers
Engineering jobs

Machine operator
Construction jobs

Preferred work location

Tzaneen
Limpopo

Bushbuckridge
Mpumalanga

Hazyview
Mpumalanga

Rustenburg
North West

Contacts and general information about me

Day of birth 1990-12-24 (33 years old)

Gender Female

Residential location Rustenburg
North West

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	nuo 2018.01 iki 2020.06
Company name	Simbavati hilltop lodge
You were working at:	Receptionists
Occupation	Administration
What you did at this job position?	Welcoming guests, check in and out of guests, checking of e-mails and responding to the e-mails, making calls and receiving calls, faxing, photo copying , typing and scanning of document. Holding morning meetings with the staff , preparing guests invoices for check out, filing of documents, GRV's , placing orders and handling deliveries. Stock takings at the end of the month.
Working period	nuo 2014.06 iki 2016.12
Company name	Royal Malewane
You were working at:	Hotel managers
Occupation	Housekeeping Supervisor
What you did at this job position?	Having meetings with the staff, Issuing of amenities nand cleaning chemicals, placing housekeeping orders, checking of e-mails and responding , holding meetings with senior staff discussing how the service can be improved, checking the rooms that are well cleaned filled with everything, making sure that the public areas are are well cleaned and disciplinary of the staff. At the end of the month doing stock take

Education

Educational period	nuo 2017.01 iki 2017.11
Degree	Certificate
Educational institution	South African college for tourism
Educational qualification	Hospitality
I could work	As a Receptionist, Administration, Housekeeping Supervisor or Executive
Educational period	nuo 2010.01 iki 2011.11
Degree	Certificate
Educational institution	Ehlanzeni TVET college
Educational qualification	Civil engineering and building construction
I could work	Site agent, Civil engineer, Safety representative

Educational period **nuo 2006.01 iki 2006.11**
 Degree Grade 12 / Matric
 Educational institution Mugena high school
 Educational qualification Matric
 I could work Can do studies and work in areas where they train you to work

Educational period **nuo 2008.08 iki 2008.09**
 Degree Certificate
 Educational institution Cornerstone
 Educational qualification Call centre
 I could work Call centre agent, Receptionist, Administration

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	fluent
isiZulu	very good	very good	very good
Sepedi	very good	very good	very good
Xitsonga	fluent	fluent	fluent
SiSwati	very good	very good	very good

Computer knowledge

Ms office suit, MS Microsoft word, MS Excel, MS PowerPoint, MS access and Outlook

Recommendations

Contact person Sibongile Khoza
 Occupation Receptionist supervisor
 Company Simbavati riverlodge
 Telephone number 0157939051
 Email address info@simbavati.com

Additional information

Your hobbies I love cookin, baking , watching movies and Soccer
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2019-09-00 (5 years)
 Salary you wish 8000 R per month
 How much do you earn now 6000 R per month