



Thobeka Ntshibida

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im looking for data capturing job as i have an experience it it. I've got 18 months experience as clerk at goso Forest j.s.s. I'm a self disciplined person, i follow instructions very well. I make it my business to ask where i don't understand. I like working as team as well as an individual. I can work even under pressure that's what i learned from the school that i was doing my inservice training. I've got N6 in management assistant, I'm in a process of applying for my diploma certificate

Thank you.

| | |
|-------------------------|---|
| Preferred occupation | Data capturers Administrative jobs |
| | Operations Clerk Administrative jobs |
| Preferred work location | Durban City KwaZulu-Natal |
| | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1991-01-24 (33 years old) |
| Gender | Female |
| Residential location | Goso Forest AA Eastern Cape |
| 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 2019.02 iki 2020.09 |
| Company name | Goso Forest j.s.s |
| You were working at: | Administrators |
| Occupation | Clerk |
| What you did at this job position? | Filing, data capturing, photo copying, welcoming visitors and typing |

Working period **nuo 2020.08 iki 2020.10**
 Company name Goso Forest j.s.s.
 You were working at: Teachers
 Occupation Assistant teacher
 What you did at this job position? Teaching grade 8

Education

Educational period **nuo 2017.07 iki 2018.12**
 Degree Certificate
 Educational institution Ingwe tvet college
 Educational qualification N6 management assistant
 I could work As clerk, receptionist, administrator, assistant manager

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiXhosa | very good | very good | very good |
| English | very good | very good | very good |
| isiZulu | basic | very good | very good |

Computer knowledge

Introductory computer, microsoft word, microsof excel, PowerPoint, access, etc

Recommendations

Contact person Mr Fosi M.G.
 Occupation Principal
 Company Goso Forest j.s.s
 Telephone number 0788481777

Additional information

Your hobbies Playing computer games
 Reading
 Travelling
 Driver licenses None
 Salary you wish 3000 R per month
 How much do you earn now N/A R per month