



# Thandiwe Sithole

Curriculum Vitae (CV)

**What job i'm looking for? My positive points**

Take dictation and minutes

Produce reports, presentations and briefs

Devise and maintain office filing system

MS Office and English proficiency

Outstanding organisational and time management skills

Uptodate with latest office gadgets and applications

Ability to multitask and prioritize daily workload

Excellent verbal and written communications skills

Discretion and confidentiality

Excellent organisational and diary management skills - ability to plan, schedule and multitask

Excellent attention to detail

Preferred occupation                      Personal assistant  
                                                                                  Administrative jobs

Preferred work location                      Gauteng

**Contacts and general information about me**

Day of birth                                      1971-05-06 (53 years old)  
 Gender                                              Female  
 Residential location                              Johannesburg  
                                                                                  Gauteng  
 Telephone number                              *Information is available only for registered users.*  
                                                                                  [Sign in](#)  
 Email address                                      *Information is available only for registered users.*  
                                                                                  [Sign in](#)

**Additional information**

Salary you wish                                      R15000 ~ R20000 R per month  
 My attributes as an Executive Assistant are:

- How much do you earn now                      R17000 R per month
- efficient
- discrete
- flexible
- self-motivated
- organised
- proactive