



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.*
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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
- good communication