



# Olwethu Tokwe

Curriculum Vitae (CV)

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

To whom it may concern

I hereby wish to apply for a position in your company/ establishment

I am looking for any job available I have Grade 12, introductory in Entrepreneurship and Business Management and N4 certificate in Human Resources Management.

Currently I am working as retail associate at TFG.

I know I will be an assets to your company as I consider myself to be a hardworking, friendly, punctual and fast learner.

I enjoy challenges and tackle any task given to me with a natural flair for success.

I performed well under pressure and strive in meeting deadlines and complete task with perfection.

I relate well with others and I am always open to constructive criticism.

Enclosed, please find my curriculum vitae, outlining qualifications and abilities.

I trust that you will consider my application in a favorable light.

Yours faithfully

Olwethu Tokwe

Preferred occupation

Generals  
General jobs

Customer care agent  
Administrative jobs

Preferred work location

Port Elizabeth  
Eastern Cape

## Contacts and general information about me

Day of birth 1991-12-03 (32 years old)

Gender Female

Residential location **Cape Flats**  
Western Cape

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

**Work experience**

Working period **nuo 2019.04 iki dabar**

Company name Jet TFG

You were working at: Shop assistants

Occupation Retail associate

What you did at this job position? Floor assistant

  

Working period **nuo 2017.03 iki 2018.04**

Company name RMCS

You were working at: Sales person

Occupation Sales

What you did at this job position? Promotion for Cell C

**Education**

Educational period **nuo 2013.12 iki dabar**

Degree Grade 12 / Matric

Educational institution Masibambisana high school

Educational qualification Grade 12

  

Educational period **nuo 2015.07 iki dabar**

Degree Professional Qualification

Educational institution Northlink College

Educational qualification Introductory business studies

  

Educational period **nuo 2016.07 iki dabar**

Degree Professional Qualification

Educational institution Northlink college

Educational qualification N4 Human Resources management

**Languages**

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiXhosa	very good	very good	good

**Computer knowledge**

I did computer practice from N4 to N6 computer program, word, excel, Microsoft office

**Additional information**

Driver licenses	None
Salary you wish	3500 R per month
How much do you earn now	2800 R per month