



# Seithathi Raula

Curriculum Vitae (CV)

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

Administrator

I have good communication skills

I have administrative Skills

I can multitask

I have experience in Microsoft ( word,excell, powerpoint)

I am willing to gain new experience

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Port Elizabeth  
Eastern Cape

## Contacts and general information about me

Day of birth                                      1994-03-08 (30 years old)

Gender    Female

Residential location                              Port Elizabeth  
Eastern Cape

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 2020.01 iki 2020.07**

Company name                                      Blunden Travel and Tours

You were working at:                              Learnership

Occupation    Administrator

What you did at this job position?      Making bookings for the clients

Working period **nuo 2020.08 iki 2020.12**  
 Company name Chumile holdings  
 You were working at: Sales administrartor  
 Occupation Administrator  
 What you did at this job position? Do invoicing and Quotations for the clients

### Education

Educational period **nuo 2020.01 iki dabar**  
 Degree Certificate  
 Educational institution Port Elizabeth College Russell Campus  
 Educational qualification N6 Tourism  
 I could work Travel agent, hospitality and private companies

### Languages

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

### Computer knowledge

I have Microsoft skill(word,excell,PowerPoint and Pastel)

### Conferences, seminars

I have first Aid medical certificate

### Recommendations

Contact person Marlane blunden  
 Occupation Department manager  
 Company blunden Travel and Tours  
 Telephone number 084 514 8346  
 Email address Sweetyraul@gmail.com

### Additional information

Your hobbies Singing , reading and swimming  
 Salary you wish 6500 R per month