



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