Simosethu Mbatha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for any office administration work. My strongest points are paying attention to detail, data capturing, time management, have the ability to finish what I start, with that being said I am able to work under pressure. I am a very fast learner, always eager and determined to learn new things, I love challenges and I am a goal driven person.

Preferred occupation	Administrators Administrative jobs
	Generals General jobs
Preferred work location	KwaZulu-Natal

Contacts and general information about me

Gender	Female
Residential location	Richards Bay KwaZulu-Natal
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 2020.09 iki 2021.01**
Company name	ULS Logistics Services
You were working at:	Administrators
Occupation	Office administration
What you did at this job position?	Office work, dispatching of trucks, capturing staff hours, working on a tally sheet.

Working period	**nuo 2019.11 iki 2020.09**
Company name	Fabiani Richard's Bay
You were working at:	Sales consultant
Occupation	Fashion consultant
What you did at this job position?	Sales, admin work, house keeping, opening new accounts.

Languages

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

Computer knowledge

I have an excel certificate, I have been working with a computer ever since I have started working.

So I'm very much familiar with everything on it.

Recommendations

Contact person	Nomfundo
Occupation	Supervisor
Company	ULS Logistics services
Telephone number	0796353814
Email address	Admin@uls-sa.co.za
Contact person	Nhlakanipho
Occupation	Supervisor
Company	Fabiani
Telephone number	0647374638

Additional information

Your hobbies	Reading
Driver licenses	None
Salary you wish	+R10,000 R per month
How much do you earn now	R8,000 R per month