



Mxolisi Mbeti

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I embarked on full employment for a period of 5 years as a general worker under Kelly and Capacity recruitments[DSV].I further worked permanently as an Administration assistant involved in Query related activities at DSV for 5 years

I am hardworker who takes initiatives with tasks and pays attention to details.I am flexible ,teachable and eager to learn new skills from other. I am a team player and also discovered my passion for teaching,communicating and work together as a team.

I am punctual ,organized and patient person who can work very well under pressure. I am able to commence work as soon as I required to . I believe I posses the required skills to fulfil the requirements of this position

In my position as a Admistration assistant I was responsible for the Query communication of the business with clients

Thank you for affording me an opportunity to submit this application .I hope that my application will recieve your favourable consideration .For more information ,please do not hesitate to contact me or or the references within the CV

| | |
|-------------------------|--------------------------------|
| Preferred occupation | Generals General jobs |
| Preferred work location | Port Elizabeth Eastern Cape |
| | Johannesburg Gauteng |
| | Cape Town Western Cape |
| | Durban City KwaZulu-Natal |

Contacts and general information about me

Day of birth 1981-04-18 (43 years old)

Gender Male

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 2009.11 iki 2020.09**

Company name DSV Distribution

You were working at: Operations Clerk

Occupation Administration assistant

What you did at this job position? Query Clerk

Education

Educational period **nuo 1996.01 iki 2000.12**

Educational institution N/A

Educational qualification Matric

I could work I did Forklift driver's licence

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiXhosa | fluent | fluent | fluent |
| English | fluent | fluent | fluent |

Computer knowledge

My job as an Administration Assistant was more computer related for tracking and receiving and sending and replying on Emails

Conferences, seminars

N/A

Recommendations

Contact person Andrew Burn

Occupation Operation Manger

Company DSV

Telephone number 0832331880

Email address andrew.burn@za.dsv.com

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|------------------|--------------------------|
| Contact person | Warren Munnick |
| Occupation | Operation Manager |
| Company | DSV |
| Telephone number | 0782874627 |
| Email address | warren.munnick@za.dsv.co |

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|------------------|---------------------------|
| Contact person | timothy George |
| Occupation | Supervisor |
| Company | DSV |
| Telephone number | 0415171182 |
| Email address | timothy.george@za.dsv.com |

Additional information

| | |
|--------------------------|--|
| Your hobbies | Watching and playing soccer games Reading |
| Driver licenses | None |
| Salary you wish | 15000 R per month |
| How much do you earn now | 9200 R per month |