



Bongiwwe Mthethwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am hardworking and a fast learner , I work well with different individuals. I have great leadership skills and my strongest point is that am punctual and I am fluent in 6 South African languages. I would be a great asset in any company. I look forward to working with you.

Preferred occupation

Administrators

Administrative jobs

Secretaries

Administrative jobs

Switchboard operator

Administrative jobs

Customer care agent

Administrative jobs

Receptionist

Administrative jobs

Personal assistant

Administrative jobs

Filing clerk

Administrative jobs

Front Desk Agent

Administrative jobs

Data capturers

Administrative jobs

Call Centre agent

Administrative jobs

Miners

Mining jobs

Day care mother

Nanny, babysitter, child care jobs

Nannies

Nanny, babysitter, child care jobs

Cashiers

Retail, store jobs

Part time jobs

Part time, weekend jobs

Preferred work location Rustenburg
North West

Contacts and general information about me

Day of birth 1996-06-14 (28 years old)
 Gender Female
 Residential location Rustenburg
North West
 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 2018.01 iki 2020.01**
 Company name Generations business Enterprise
 You were working at: Personal assistant
 Occupation Assistant
 What you did at this job position? Helped with filing and placing orders. I helped the manager run the company smoothly by making sure that the paperwork was up to date and the day to day tasks are taken care of and on time

Education

Educational period **nuo 2014.01 iki 2014.12**
 Degree Grade 12 / Matric
 Educational institution Grenswag Hoërskool
 Educational qualification Matic

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| isiZulu | fluent | fluent | very good |
| isiXhosa | fluent | fluent | very good |
| Afrikaans | fluent | fluent | fluent |
| Sesotho | fluent | fluent | fluent |
| Setswana | fluent | fluent | very good |

Computer knowledge

4.powerpoint

I have great computer skills

1. Microsoft word
Recommendations

2.excel

Contact person

Pana Xhalabile

3.office

Occupation

CEO

Company

Generations business Enterprise

Telephone number

0145914383

Email address

panajoycexhalabile@gmail.com

Contact person

Tshepo mokolare

Occupation

Miner

Company

Sibanye stillwater

Telephone number

0762056640

Email address

tshepomokolare@gmail.com

Additional information

Your hobbies

Reading , camping , swimming

Driver licenses

C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from

2021-02-00 (3 years)

Salary you wish

5000 R per month