



# Olwethu Ntshibilili

Curriculum Vitae (CV)

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

My name is Olwerhu Ntshibilili based in Port Elizabeth. I'm an energetic individual, very enthusiast, self motivated, team player, enjoys taking new challenges. I see myself as a very positive person who takes rejection as an motivation to try even more harder. I'm a hard worker, very flexible in working hours and can work in all management.

Passed my matric in 2015 and did a business Administration learnership in 2019 and did my in service training at a local Primary school, became a waitress for 3 years and was am Assistant Teacher for 4 months also.

I'm looking for any Administration job in all management, as I believe I have good computer skills, great communication skills, interpersonal skills, and very good at customer service.

I believe I'll be a great asset to your company and I hope to hear from you soon.

Thank you for your time and consideration.

Preferred occupation	<b>Receptionist</b> Administrative jobs
	<b>Administrators</b> Administrative jobs
	<b>Secretaries</b> Administrative jobs
Preferred work location	<b>Port Elizabeth</b> Eastern Cape

## Contacts and general information about me

Day of birth	1997-08-18 (27 years old)
Gender	Female
Residential location	<b>Port Elizabeth</b> Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

**Work experience**

Working period **nuo 2016.09 iki 2020.02**  
 Company name Sun International  
 You were working at: Waiters, waitresses  
 Occupation Adcorp blu  
 What you did at this job position? Taking food orders from customers and serving customers

Working period **nuo 2019.02 iki 2019.12**  
 Company name Siyaya Institute  
 You were working at: Administrators  
 Occupation Admin Assistant  
 What you did at this job position? Answering telephone calls, booking appointments, faxing, scanning, emailing, photocopying, typing

Working period **nuo 2020.12 iki 2021.04**  
 Company name Kayzer Ngxwana Primary school  
 You were working at: Trainers  
 Occupation Assistant Teacher  
 What you did at this job position? Assisting learners with school work

**Education**

Educational period **nuo 2015.01 iki 2015.12**  
 Degree Grade 12 / Matric  
 Educational institution Ithembelihle Comprehensive high school  
 Educational qualification Matric  
 I could work Yes

Educational period **nuo 2019.01 iki 2019.12**  
 Degree Certificate  
 Educational institution Siyaya Institute  
 Educational qualification Business Administration

**Languages**

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

**Computer knowledge**

Microsoft office  
 Adobe reader

**Additional information**

Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	4000 R per month