



# Philile Mthethwa

Curriculum Vitae (CV)

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

I am a hard-working, well-disciplined and self-motivated human resource graduate, I am an aspiring young professional in the Human Resource Management field. I contribute intellectually into the working environment, possessing sound knowledge in the human resource management sector. I have sound knowledge and understanding of human resource management principles for the workplace, I have a sound level of comprehension of the Labour Relations Act, Employment Equity amongst other acts recognizable and crucial in the workplace. I also possess administrative and clerical experience from my previous workplace which has taught me various skills, moreover the ability to work in a dynamic yet collaborative environment thus enabling me to have strong determination and critical thinking. I have two years experience in administrative/clerical work. I am proficient in Microsoft Excel. I am able to work both independently and in a dynamic team to meet tight deadlines. I have sound understanding of human resource management and supply chain management practices, functions as I have done modules pertaining to the two spheres. I have exceptional experience in data collection, analysis and collaboration as I am computer literate and possess two computer certificates.

Preferred occupation	Administrators Administrative jobs
	Receptionist Administrative jobs
	Personal assistant Administrative jobs
Preferred work location	Midlands KwaZulu-Natal

## Contacts and general information about me

Day of birth	1995-07-20 (29 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2018.03 iki 2018.11**  
 Company name Thusi Holdings  
 You were working at: Receptionists  
 Occupation Assistant  
 What you did at this job position? Planning of Directors meetings •Scheduling of appointments  
 •Clerical tasks •Attending to emails ,bookkeeping and telephonic conversations •Ensuring and attending meetings (if director not available) •Taking of minutes as per meeting  
 •Daily cashing up of funds,business banking and record keeping •Keeping a record of all documents/scanning and/or filing documents

Working period **nuo 2019.01 iki 2020.08**  
 Company name Siphethokuhle Innovative Solutions  
 You were working at: Buyer  
 Occupation Assistant  
 What you did at this job position? Planning the employers work day •Opening of business premises every morning •Collection,completion and delivery of documents •Search for goods and services which are required  
 •Attendance of briefings •Manage company marketing and running social media page •Preparation of invoices,ensure book keeping and company financials are up to date  
 •Attending to emails ,bookkeeping and telephonic conversations •Taking of minutes as per meeting •Daily cashing up of funds,business banking and record keeping  
 •Keeping a record of all documents/scanning and/or filing documents

**Education**

Educational period **nuo 2014.02 iki 2020.09**  
 Degree Degree  
 Educational institution University of KwaZulu Natal  
 Educational qualification Bachelor of Social Sciences

**Languages**

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

**Computer knowledge**

Microsoft and Windows package certified.

**Recommendations**

Contact person	Mxolisi Sokhela
Occupation	Director
Company	Siphethokuhle Innovative Solutions
Telephone number	065 936 5614

#### **Additional information**

Your hobbies	I enjoy reading and exploring different academic interests. I am interested in pursuing a business management/administration qualification.
Driver licenses	None
Salary you wish	+R7500 R per month
How much do you earn now	R6000 R per month