



Mthobisi Magnificent Mncube

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Administrative or General jobs.

I have ability to work independently and underpressure.

I have ability to work systematic, accurate data capturing skills and compiling reports.

I am always willing to work overtime and maintain confidentiality.

Good written and verbal communication skills.

Computer literacy skills (Microsoft Word, Excel, Access and Internet)

Preferred occupation	Generals General jobs
	Administrators Administrative jobs
Preferred work location	Rustenburg North West

Contacts and general information about me

Day of birth	1997-10-03 (26 years old)
Gender	Male
Residential location	Rustenburg North West
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2019.12 iki 2021.08
Company name	Majuba TVET College
You were working at:	Administrators
Occupation	Admin trainee
What you did at this job position?	Assisting in every department within the administration, finance, stock and asset, data capture, reprographics, NSFAS, student affairs and reception

Education

Educational period	nuo 2018.01 iki 2019.06
Degree	Diploma
Educational institution	Majuba TVET College
Educational qualification	Financial Management
I could work	Administration and Finance

Languages

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

Computer knowledge

Microsoft Word
 Excel
 Power point
 Outlook
 Access and internet

Recommendations

Contact person Mr N Shoyisa
 Occupation High School Teacher
 Company Tidimane secondary school
 Telephone number 072 438 7454
 Email address ndumisoshoyisa@gmail.com

Contact person Ms PB Dube
 Occupation Senior admin clerk-NSFAS
 Company Majuba TVET College IT & Business campus
 Telephone number 0720210834
 Email address dubephatho@gmail.com

Additional information

Your hobbies Soccer
 Reading
 Driver licenses None
 Salary you wish 15000 R per month
 How much do you earn now 3800 R per month