



# 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 (27 years old)
Gender	Male
Residential location	Rustenburg North West
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	<b>nuo 2019.12 iki 2021.08</b>
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	<b>nuo 2018.01 iki 2019.06</b>
Degree	Diploma
Educational institution	Majuba TVET College
Educational qualification	Financial Management
I could work	Administration and Finance

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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