



Tsakane Virginia Mathebula

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I m Virginia Mathebula , iam working as a site clerk on the contraction company dealing with payroll , data capturing , requisition for all staff and material ,managing the site cards garage all the expenses for the company also dealing with payslips for employees. ive got +- 8 years in contractions

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Phalaborwa Limpopo

Contacts and general information about me

Day of birth	1974-03-31 (50 years old)
Gender	Male
Residential location	Phalaborwa Limpopo
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 2017.04 iki 2018.10
Company name	QUALITY PLANT HIRE CIVIL & BUILDING
You were working at:	Debotors clerk
What you did at this job position?	I WAS AN ADMIN CLERK I MANAGE ALL COMPANY'S AFFAIRS, EXPENSES, PAYROLL PAYSLEPS, DATA CAPTURING

Education

Educational period	nuo 2019.03 iki 2022.03
Degree	Certificate
Educational institution	MOPANY SOUTH EFFT COLLEGE
Educational qualification	MARKETING MANAGEMENT AND OFFICE PRACTICE
I could work	ADMIN CLECK AND RECEPTIONST

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	good
Afrikaans	good	very good	good
Sepedi	very good	very good	basic

Computer knowledge

OS. WINDOWS, OS SOFTWARE, MICROSOFT OFFICE

Recommendations

Contact person M R SELEKE MANGENA
 Occupation MANAGER
 Company QUALITY PLAT HIRE
 Telephone number 0767501890
 Email address tsakane.molokoholdings@gmail.com

Contact person RUTH MYEZA
 Occupation MANAGER
 Company DOT AFRICA CIVIL
 Telephone number 073 392 6826
 Email address ruth.molokoholdings@gmail.com

Additional information

Your hobbies I LIKE READING AND WATCHING MOVIES
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2019-09-00 (4 years)
 Salary you wish R 9000 R per month
 How much do you earn now R 7000 R per month