



Sibongakonke Nozipho Mthembu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hai I'm a hard working lady who is looking for administrative jobs or general worker I have a 2 years experience in administration industry I'm willing to go extra miles with company.

Preferred occupation	Administrators Administrative jobs
	Generals General jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1993-06-03 (31 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2019.01 iki 2020.11
Company name	khulangolwazi primary school
You were working at:	Administrators
Occupation	clerk
What you did at this job position?	<ul style="list-style-type: none">•Data capturing, filling, taking minutes, •Develop and maintain a filling system•Scanning documents, emailing documents•Plan meeting and take detail minutes

Working period **nuo 2021.01 iki 2022.12**

Company name thekwini tvet ollege

You were working at: Administrators

Occupation admin assistant

What you did at this job position? Handling administrative requests and queries from senior managers Write and distribute email, correspondence memos, letters, faxes and forms Assist in the preparation of regularly scheduled reports Develop and maintain a filing system Update and maintain office policies and procedures Provide general support to visitors

Education

Educational period **nuo 2018.01 iki 2019.12**

Degree Certificate

Educational institution thekwini tvet college

Educational qualification n6 public management

I could work administration, clerk, switch board operator, data capture.

Languages

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

Computer knowledge

- Proficiency in MS OFFICE (MS Excel, MS PowerPoint, MS word, and Outlook in particular)

Recommendations

Contact person Ms. R Narain

Occupation supervisor

Company thekwini tvet college

Telephone number 031 250 8200

Contact person mr mathenjwa

Occupation principal

Company khulangolwazi primary school

Telephone number 076 8373 709

Additional information

Driver licenses None

Salary you wish 5000 R per month

How much do you earn now 4500 R per month