



# Sphiwe Inocentia Nomatye

Curriculum Vitae (CV)

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

I am looking for a job that will allow me to gain knowledge and showcase my skills and experiences. I am a computer literate with alot of knowledge in Microsoft Word and a little bit of Excel. I am a hard worker and a fast learner,I am also willing to volunteer just to gain more experience especially in the Administration side. I am very good with people,I have three years experience in the retail industry assisting customers at the paypoint. I believe with my experience I can learn more and enhance the skills I have.

Preferred occupation

**Housekeeper**  
Hotel jobs

**Receptionists**  
Hotel jobs

**Cashiers**  
Retail, store jobs

**Shop assistants**  
Retail, store jobs

**Administrators**  
Administrative jobs

**Secretaries**  
Administrative jobs

**Customer care agent**  
Administrative jobs

**Receptionist**  
Administrative jobs

**Front Desk Agent**  
Administrative jobs

**Data capturers**  
Administrative jobs

**Generals**  
General jobs

**Jobs abroad**  
Jobs abroad

Preferred work location

**Mbombela / Nelspruit**  
Mpumalanga

**Mahikeng / Mafikeng**  
North West

**Potchefstroom**  
North West

**Rustenburg**  
North West

**Klerksdorp**  
North West

**Durban City**  
KwaZulu-Natal

**South Coast (Ugu)**  
KwaZulu-Natal

**Phalaborwa**  
Limpopo

**Lephalale / Ellisras**  
Limpopo

**Bloemfontein**  
Free State

**Harrismith**  
Free State

**Frankfort**  
Free State

**Ladybrand**  
Free State

**Sasolburg**  
Free State

**Clocolan**  
Free State

**Contacts and general information about me**

Day of birth	1991-10-18 (33 years old)
Gender	Male
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 2022.04 iki 2022</b>
Company name	Mamello Secondary School
You were working at:	Administrators
Occupation	Intern
What you did at this job position?	Customer service and data capturing

Working period **nuo 2022.03 iki 2022.04**  
 Company name Statistics South Africa Census  
 You were working at: Online data processor  
 Occupation Supervisor  
 What you did at this job position? Data collection

Working period **nuo 2021.05 iki 2022.03**  
 Company name Puleletso Security and Project  
 You were working at: Administrators  
 Occupation Intern  
 What you did at this job position? Data capturing and filing and customer service

**Education**

Educational period **nuo 2005.01 iki 2009.11**  
 Degree Grade 12 / Matric  
 Educational institution Edmund Rice School  
 Educational qualification National certificate  
 I could work General work

Educational period **nuo 2019.01 iki 2020.01**  
 Degree Certificate  
 Educational institution Goldfields TVET College  
 Educational qualification National certificate  
 I could work Construction work

**Languages**

Language	Speaking level	Understanding level	Writing level
Sesotho	fluent	very good	very good
English	good	very good	very good
Afrikaans	basic	basic	good

**Computer knowledge**

Microsoft office Outlook, Word and Excel

**Recommendations**

Contact person Kenneth Selesho  
 Occupation Fieldwork Operations Officer  
 Company Statistics South Africa

Contact person	Jeffrey Kegoriloe
Occupation	Human Resources Department
Company	Puleletso Security and Project

#### **Additional information**

Your hobbies	Working with people, Typing, listening to music
Driver licenses	None
Salary you wish	R4500 R per month
How much do you earn now	R2000 R per month