



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 (32 years old)
Gender	Male
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 2022.04 iki 2022
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