



Thembile Ndimande

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a young energetic, passionate and hardworking lady who worked as an Administration assistance at mfingose primary school and graduated for certificate in Reception at Boston city Campus I would like to apply receptionist job advertised. I believe I have all the skills that are needed for this position

Preferred occupation Receptionist
Administrative jobs

Contacts and general information about me

Day of birth 1997-09-24 (27 years old)
Gender Female
Residential location Bela-Bela / Warmbad
Limpopo
Telephone number *Information is available only for registered users.*
[Sign in](#)
Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2021.11 iki 2022.08**
Company name Mfingose primary school
You were working at: Administrators
Occupation Administration assistance
What you did at this job position? Welcoming and directing visitors, making copies, working with SASAM, typing using msword and msExcell

Working period **nuo 2020.12 iki 2021.04**
Company name Mfingose primary school
You were working at: Teachers
Occupation Education assistant
What you did at this job position? Marking a register, marking, preparing classroom before lesson take place and more

Education

Educational period **nuo 2021.06 iki 2022.08**
 Degree Certificate
 Educational institution Boston city Campus
 Educational qualification Certificate in reception

Educational period **nuo 2019.06 iki 2020.06**
 Degree Certificate
 Educational institution University of South Africa
 Educational qualification Higher certificate in law

Languages

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

Recommendations

Contact person Mr ND Mabuyakhulu
 Occupation Principal
 Company Mfingose primary school
 Telephone number 0764615056
 Email address digma4mangotho@gmail.com

Additional information

Driver licenses None
 Salary you wish 12 000 R per month
 How much do you earn now 4000 R per month