



# 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 (26 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