



Catherine Sweety Ngubane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for administration job where I can fully use my skills for the success of the company.

I'm a motivated person who is highly energetic, outgoing and detail- oriented. I can work with a team and I have ability to work under pressure and master new concepts and skills.

I have exceptional customer service skill, communication skill and computer skill (Microsoft word, Excel and PowerPoint)

| | |
|-------------------------|---|
| Preferred occupation | Receptionist Administrative jobs |
| | Data capturers Administrative jobs |
| | Personal assistant Administrative jobs |
| Preferred work location | Rustenburg North West |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1994-03-14 (30 years old) |
| Gender | Female |
| Residential location | Vryburg North West |
| 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 2021.11 iki 2022.08**
 Company name Nqunde Secondary School
 You were working at: Other jobs
 Occupation Educator Assistant
 What you did at this job position? Oversee learners in and out of classroom, Invigilating during examinations, provide support to the teachers such as typing, photocopying and record keeping. Distributing learning materials to learners, Compiling management file for submission.

Working period **nuo 2015.05 iki 2016.10**
 Company name Department of Education and Sport Development
 You were working at: Other jobs
 Occupation Intern
 What you did at this job position? Filing and record keeping, Monitoring E-mails on daily basis, Answering incoming and outgoing calls. Compiling monthly reports using Microsoft PowerPoint. Sourcing out quotations and preparing goods for purchase, Typing letters for the manager and taking minutes during meetings. Organise appointments and scheduling meetings for the manager. Capturing control forms via tracking system.

Education

Educational period **nuo 2012.11 iki 2014.06**
 Degree Diploma
 Educational institution Vuselela FET College
 Educational qualification Management Assistant
 I could work Receptionist, Administrator assistant, Secretary and Data Capture

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiZulu | good | very good | basic |
| English | very good | very good | very good |
| Setswana | very good | very good | very good |

Computer knowledge

Microsoft Word : typing
 Microsoft PowerPoint: presentation
 Excel: Spreadsheet calculating

Conferences, seminars

Course : Breaking Barriers to entry into the public service.

Duration : 30 November 2015 until 04 December 2015

Company : Letsatsi

Course : New venture creation NQF4/ Business Management

Duration : 18 November 2019 to 13 December 2019

Company : National School of Government (NSG)

Recommendations

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|------------------|---|
| Contact person | Mr Sukazi M |
| Occupation | Teacher and Mentor |
| Company | Nqunde Secondary School |
| Telephone number | 0763282184 |
| Contact person | Mrs Matlhodi K.L |
| Occupation | Principal |
| Company | Nqunde Secondary School |
| Telephone number | 0646538835 |
| Contact person | Ms Sepato M |
| Occupation | Office administrator |
| Company | Department of Education and Sport Development |
| Telephone number | 0784276789/ 0539280270 |
| Email address | SepatoM@nwpg.gov.za |

Additional information

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|-----------------|-------------------|
| Driver licenses | None |
| Salary you wish | 8 000 R per month |