



Sithembiso Mashego

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration, data capture, general work, familiar with legislations

Effective Communication (Written&Verbal),

Teamwork & Collaboration,

Critical Thinking & Problem-Solving, Determination and Persistence,

Telephone etiquette, Interviewing, Computer Literacy and Capturing of Data skills

(MSOffice,Powerpoint,Outlook

AndExcel),

Accuracy&AttentionTodetails,GoodInterpersonalrelations&Reportingskills,

Ability to work Independently, Professionally, Accountable and with Credibility, Under pressure,

Integrity, Reliable,

Tolerantand Determined

Sound planning and Organizing skills,

Able to act independently. Able to work extended hours.Excellent Administration skills,

Documentation, Administration skill, Knowledge of the Departmental Policies, Procedures and

Guidelines, Batho Pele Principles,

Knowledge of Legislative prescripts governing public Service, Knowledge and understanding of the legislative

framework,

Ability to work with the public &all stakeholders in a professional manner,

Knowledge of occupational health and safety.

Preferred occupation

Generals

General jobs

Data capturers

Administrative jobs

Contacts and general information about me

Day of birth 1994-04-13 (30 years old)

Gender Male

Residential location Mbombela / Nelspruit

Mpumalanga

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

Information is available only for registered users.
[Sign in](#)

Work experience

Working period	nuo 2021.11 iki 2022.08
Company name	Mpumalanga Department of Education
You were working at:	Government jobs
Occupation	Educational Assistant
What you did at this job position?	Hand out workbooks/textbooks to learners. Preparing mark sheets, keeping of records, capturing of marks, library assistant. Distribute question papers, work sheets, class workbooks, marked scripts for learners. Assisted the teacher with photocopying of question papers, and worksheets.

Education

Educational period	nuo 2010.06 iki 2014.12
Degree	Grade 12 / Matric
Educational institution	Khaliphani Secondary School
Educational qualification	National Senior Certificate
Educational period	nuo 2015.01 iki 2020.11
Degree	Degree

Additional information

Salary you wish	9500 R per month
How much do you earn now	3600 R per month