



# 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.*  
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### 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