



# Thabisile Dee

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I have good communication skill , leadership & teamwork

I'm able to work under pressure and always punctual

Preferred occupation                      Administrators  
   Administrative jobs

Preferred work location                      West Rand  
   Gauteng

## Contacts and general information about me

Day of birth                                      1993-12-14 (30 years old)

Gender    Female

Residential location                              West Rand  
   Gauteng

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 2020.01 iki 2023**

Company name                                      Sterkfontein Psychiatric Hospital

You were working at:                              Administrators

Occupation    Ward clerk

What you did at this job position?      Telecommunications, filling, safety and security, typing, stock receiving ,handling confidential documents

Working period                                      **nuo 2019.02 iki 2020.01**

Company name                                      Tiger Brands

You were working at:                              Pickers, packers

Occupation    General worker

What you did at this job position?      Receiving and packaging products, safety and security

## Education

Educational period                    **nuo 2017.01 iki 2018.11**  
 Degree                                      Diploma  
 Educational institution                Mthashana Tvet college  
 Educational qualification              Management Assistant  
 I could work                                Work under pressure, I can make a productive teamwork and team leader

Educational period                    **nuo 2016.08 iki 2016.10**  
 Degree                                      Certificate  
 Educational institution                Manguzi public library  
 Educational qualification              Computer introduction  
 I could work                                I could work anytime and prioritize the Company's growth

Educational period                    **nuo 2012.01 iki 2012.12**  
 Degree                                      Grade 12 / Matric  
 Educational institution                Mzibuli High School  
 Educational qualification              Matric  
 I could work                                Selflessly

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| English         | good                  | good                       | good                 |
| isiZulu         | fluent                | fluent                     | fluent               |
| Setswana        | good                  | good                       | good                 |
| Xitsonga        | good                  | good                       | good                 |

**Computer knowledge**

Microsoft word  
 Excel  
 Power point internet and Emails

**Recommendations**

Contact person                          Mr T V Mlotshwa  
 Occupation                                Principal  
 Company                                    Mthashana Tvet college  
 Telephone number                      0788019038

|                  |                                   |
|------------------|-----------------------------------|
| Contact person   | Mrs Morake                        |
| Occupation       | Ward sister in charge             |
| Company          | Sterkfontein Psychiatric hospital |
| Telephone number | 0746995122                        |

#### **Additional information**

|                 |   |
|-----------------|---|
| Your hobbies    | Baking<br>Netball<br>Traditional dance<br>Tutoring primary school learners<br>Reading books |
| Driver licenses | None  |
| Salary you wish | R10,000-R20,000 R per month   |