



Siphosihle Mgwetyana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist, general assistance, hotel jobs and general worker.

I am young energetic, sociable, assertive, inquisitive and meticulous lady who is goal oriented person and will go out an extra mile to get the job done in a timely but efficient manner .I have grate hand-eye coodination and can learn new jobs quickly and build positive relationship with all colleagues at all levels .

Preferred occupation	Switchboard operator Administrative jobs
Preferred work location	Johannesburg Gauteng
	Coffee Bay Eastern Cape
	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1991-02-21 (33 years old)
Gender	Male
Residential location	Umtata / Mthatha Eastern Cape
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 2018.02 iki 2021.12
Company name	Stanto trading
You were working at:	Generals
Occupation	General assistance
What you did at this job position?	Answering phone calls and referring them to the appropriate personal, photocopying, scanning and cleaning offices

Working period **nuo 2016.11 iki 2018.01**
 Company name UWP Consultant
 You were working at: Receptionists
 Occupation Receptionist
 What you did at this job position? Attend calls and support customers efficiently. Monitoring accurate files to date and distributing mail and faxes. Receive telephone calls and handling customers issues or direct messages to appropriate personnel.

Education

Educational period **nuo 2019.01 iki 2021.12**
 Degree Diploma
 Educational institution Thekwini City College
 Educational qualification Human Resources Management
 I could work Yes

Educational period **nuo 2013.01 iki 2015.12**
 Degree Certificate
 Educational institution KSD FET COLLEGE
 Educational qualification Tourism level 4

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	very good	very good	good

Computer knowledge

I am very good in all Microsoft programs , Microsoft Word,Excel, Power Point and Outlook.

Recommendations

Contact person Mr Ndo
 Occupation Manager
 Company Stanto trading
 Telephone number 087 240 5362
 Email address Stantotrading@gmail.com

Contact person Siphokazi Sogoni
 Occupation Manager
 Company UWP Consultant
 Telephone number 078 356 1675
 Email address Siphokazi2003@gmail.com

Additional information

Your hobbies	Playing games
Driver licenses	None
Salary you wish	R4000 R per month
How much do you earn now	R00 R per month