



# 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                              *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 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