



Tshepo Ntshabele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hardworking, flexible and fast learner, eager to assist wherever I'm needed in the organization I work for. I bring my hard working ethics into whatever task I'm assigned, I am ambitious and having me in your organization will be huge benefit

Preferred occupation	Administrators Administrative jobs
	Data capturers Administrative jobs
Preferred work location	Rustenburg North West
	Polokwane / Pietersburg Limpopo

Contacts and general information about me

Day of birth	1998-10-28 (26 years old)
Gender	Male
Residential location	North West
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 2019.09 iki 2021.10
Company name	medilab clinical pathology
You were working at:	Administrators
Occupation	Marketing and Office Adminiatorator
What you did at this job position?	Handle client services, day to day office upkeep. Monitoring of company documents and admin work. Handle results and make sure they are delivered to clients on time. Packing of starter kits for Doctor clients, Stocking on consumables for the office

Working period **nuo 2021.12 iki 2022.01**
 Company name Pelo Laboratory
 You were working at: Administrators
 Occupation Marketing and Office Administrator
 What you did at this job position? Handle client services, day to day office upkeeps. Monitoring of company documents and admin work. Handle results and make sure they are delivered to clients on time. Packing of starter kits for new clients/doctors

Working period **nuo 2022.01 iki 2023.04**
 Company name Security Solutions Team
 You were working at: Administrators
 Occupation Office Administrator
 What you did at this job position? Booking service of vehicles and making sure vehicles are roadworthy, assist in bidding for tenders. Making sure the office is stocked up in consumables. Assist with timesheets and medical bookings for new employees

Education

Educational period **nuo 2016 iki dabar**
 Degree Grade 12 / Matric
 Educational institution Fields College

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	very good
Setswana	fluent	fluent	fluent
Afrikaans	good	good	basic

Computer knowledge

MS Office, Adobe and Windows

Recommendations

Contact person Pulane Mathebe
 Occupation Lab Manager
 Company Pelo Laboratory
 Telephone number 069276969

Contact person	Lucas Selolo
Occupation	Operations Manager
Company	Security Solutions Team
Telephone number	0637474485
Email address	selolol@sstrtb.co.za

Additional information

Your hobbies	Gaming Soccer Quality time with family
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-11-00 (7 years)
Salary you wish	20000 R per month
How much do you earn now	15000 R per month