



# Ntombenhle Mthethwa

Curriculum Vitae (CV)

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

Administration clerk

To work in an environment which encourages me to succeed and grow professionally where i can utilize my skills and knowledge appropriately.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Johannesburg<br>Gauteng               |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1992-05-24 (32 years old)   |
| Gender               | Female  |
| Residential location | Johannesburg<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2019.06 iki 2019.11</b>            |
| Company name                       | UNISA (FLORIDA CAMPUS)                    |
| You were working at:               | Dispatchers                               |
| Occupation                         | Office Administrator                      |
| What you did at this job position? | Printing student letters and sorting them |
| Working period                     | <b>nuo 2021.06 iki 2021.11</b>            |
| Company name                       | ESIPHIVA COMBINE PRIMARY                  |
| You were working at:               | Administrators                            |
| Occupation                         | Office administrator                      |
| What you did at this job position? | Doing learners report, work with SA-SAMS  |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2005.01 iki 2009.12</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | MABHIDLA HIGH SCHOOL           |
| Educational qualification | CERTIFICATE                    |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiZulu  | fluent         | fluent              | fluent        |
| English  | very good      | fluent              | fluent        |
| Sesotho  | good           | good                | basic         |

### Computer knowledge

Microsoft Outlook - Basics, Basics of Outlooks, Sending and Receiving Mails, Organizing and Managing Emails, Managing Contacts, Managing Calendar, Collaborating with Calendars.

### Recommendations

|                  |                           |
|------------------|---------------------------|
| Contact person   | Mr SA Ntombela            |
| Occupation       | Principal                 |
| Company          | Esiphiva Combined Primary |
| Telephone number | 0832084730                |

### Additional information

|                 |  |
|-----------------|--|
| Your hobbies    | I seek for challenging opportunities where I can fully use my skills for success of the company. |
| Driver licenses | None   |
| Salary you wish | 4500 R per month   |