



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 Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1992-05-24 (32 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2019.06 iki 2019.11
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	nuo 2021.06 iki 2021.11
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	nuo 2005.01 iki 2009.12
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