



# Sinethemba Mhlauli

Curriculum Vitae (CV)

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

Am confident, ambitious and energetic individual with a passion to make different. I believe in strong morals and values .am a work hard.i adopt very easy .I naturally follow rule. And am looking for any kind of job that is available.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Cape Town Western Cape

## Contacts and general information about me

Day of birth	1992-05-12 (32 years old)
Gender	Female
Residential location	West Coast Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2014.10 iki 2015.11</b>
Company name	Wesfleur Hospital
Occupation	Admin clerk
What you did at this job position?	Dealing with patients, Filing, capture patients information on the system, receiving and outgoing calls, do bookings for new dates and ambulances, make copies, printing results and pulling folders.
Working period	<b>nuo 2016.02 iki 2016.07</b>
Company name	City of Capetown
You were working at:	Cleaners
Occupation	Team leader
What you did at this job position?	Record blocked toilets, leaking pipes and taps, record absence and submit time sheet to the supervisor.

Working period **nuo 2019.02 iki 2021.03**  
 Company name Thourburn security solution  
 You were working at: Guards  
 Occupation Security guard  
 What you did at this job position? Welcoming and direct to the right place, register visitors, drivers and employees in the company system and registers, scan temperature, receiving and outgoing calls, and patrol the yards as well as loading trucks be leaving

Working period **nuo 2021.03 iki 2022.04**  
 Company name Golden Arrow bus  
 You were working at: Generals  
 Occupation Covid Marshall  
 What you did at this job position? Scare and capture information of the visitors and employees on the system, sanatised buses and direct visitors to the office.

Working period **nuo 2022.05 iki 2023.10**  
 Company name Department of Public works and infrastructure  
 You were working at: Administrators  
 Occupation Admin assistant  
 What you did at this job position? Receiving invoices, verify and capture to the system, search vat vender from Google and print it, create batch header send an email to finance and invoices for final payment.

**Education**

Educational period **nuo 2008.01 iki 2010.12**  
 Degree Grade 12 / Matric  
 Educational institution Khanya SSS  
 Educational qualification Matric  
 I could work Yes

Educational period **nuo 2011.01 iki 2013.12**  
 Degree Certificate  
 Educational institution West coast college  
 Educational qualification Level 4 office admin  
 I could work Yes

Educational period **nuo 2019.06 iki 2021.06**  
 Degree Certificate  
 Educational institution West coast college  
 Educational qualification N6 Public management waiting for my diploma  
 I could work Yes

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	very good
isiXhosa	very good	very good	very good
isiZulu	very good	good	good

**Additional information**

Driver licenses	EC Articulated Extra Heavy Vehicle > 16,000kg
Driver license from	2023-03-00 (1 years)
Salary you wish	5000 R per month
How much do you earn now	5000 R per month