# Thembelihle Sithebe

Curriculum Vitae (CV)

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

OFFICE ADMINISTRATOR / GENERAL WORK.

#### I AM WORKING AS THE RECRUITMENT CLERK NOW (CONTRACT)

Preferred work location

Secunda Mpumalanga

Contacts and general information about me		
Day of birth	1988-12-13 (36 years old)	
Gender	Female	
Residential location	<b>Secunda</b> Mpumalanga	
Telephone number	Information is available only for registered users. <mark>Sign in</mark>	
Email address	Information is available only for registered users. <mark>Sign in</mark>	
Work experience		
Working period	nuo 2020.07 iki 2023.10	
Company name	SIZWEPLACEMENTS (PTY) LTD	
You were working at:	Administrators	
Occupation	Recruitment Clerk	
What you did at this job position?	Capturing and maintaining employee data, Creating jobs postings.	
Working period	nuo 2019.01 iki 2020.08	
Company name	NOMATIKI TRADING ENTERPRISE (PTY) LTD	
You were working at:	Project manager	
Occupation	Secretary	
What you did at this job position?	Updating and maintaining the company website, do the quotation, check the invoices before doing the payments.	
Education		

Educational period	nuo 2015.01 iki 2017.12
Degree	Certificate
Educational institution	GERT SIBANDE TVET COLLEGE
Educational qualification	OFFICE ADMINISTRATOR
I could work	OFFICE CLERK, SECTETARY, PERSONNAL ASSIST, RECTRUITMENT CLERK, GENERAL WORK
Educational period	nuo 2007.01 iki 2008.12
Degree	Diploma
Educational institution	SCIENTIC COMPUTER BUSINESS BUREAU

Educational qualificationDIPLOMA IN SECRETARIAL AND ADMINISTRATIONI could workOFFICE CLERK, SECTETARY, PERSONNAL ASSIST,<br/>RECTRUITMENT CLERK, GENERAL WORK

## Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good

### Computer knowledge

POWERPOINT - PRESETATION

OUTLOOK - MAILS

MS EXCEL - SPREADSHEET

MS WORD - TYPING MEMO'S, LETTER, MINUTES

MS OFFICE - COMPUTER THEORY AND FILE MANAGEMENT

BUSINESS DOCUMENTS - LAYOUT OF BASICBUSINESS DOCUMENTS

INTERNET - USE OF THE INTERNET

#### **Conferences, seminars**

Choosing the right course at University or College.

16 June 2024, Youth day.

Recommendations	
Contact person	Nathassja Smith
Occupation	Operations Manager
Company	Sizwe placements
Telephone number	017 200 1557 / 082 716 9059
Email address	nathassja@sizweplacements.co.za

## Additional information

Your hobbies	Reading the books, Cooking, Cleaning , Writing the songs, Drawing, Photography, Podcasting
Driver licenses	EC1 Articulated Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2013-03-00 (11 years)
Salary you wish	20000 R per month
How much do you earn now	15000 R per month