

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 (35 years old)

Gender Female

Residential location Secunda
Mpumalanga

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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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 qualification DIPLOMA IN SECRETARIAL AND ADMINISTRATION
 I could work OFFICE CLERK, SECTETARY, PERSONNAL ASSIST,
 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