



Rirhandzu Mathebula

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm currently looking for an jobs whether it's a general worker, security officer or any job.

Good communication skills

Interpersonal skills

Good problem solving

Team

Ability to multi task

Preferred occupation Manufacturing jobs
Manufacturing jobs

Preferred work location Mbombela / Nelspruit
Mpumalanga

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1997-11-04 (27 years old)

Gender Female

Residential location Mbombela / Nelspruit
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 2022.03 iki 2023.02**

Company name Africa Foundation

You were working at: Administrators

Occupation Admin clerk assistance

What you did at this job position? General admin duties Printing and scanning documents Filling Responding to emails Data capture Submitting weekly reports Accurate record keeping for all financial transactions such as payments, invoices e.t.c Manage students indemnity requirements and regulations Collection of data for monitoring and evaluation purposes.

Education

Educational period	nuo 2018.01 iki 2020.12
Degree	Grade 12 / Matric
Educational institution	Waterberg tvet college
Educational qualification	NQF Level 4 in primary agriculture
I could work	At any field

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	very good	good
Xitsonga	fluent	fluent	fluent

Computer knowledge

Computer literary
 Basic Computer skills (Microsoft Word, excel, PowerPoint and excess)
 Life skills
 Entrepreneurship

Recommendations

Contact person	Ripfumelo Mgiba
Occupation	Supervisor
Company	Africa Foundation
Telephone number	0714039539

Additional information

Your hobbies	Reading books Watching TV Going to church
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2023-06-00 (1 years)
Salary you wish	R6000.00 R per month
How much do you earn now	3500 R per month