



# Maria Siphawe Mtsweni

Curriculum Vitae (CV)

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

Am looking for receptionist job,my positive points are that i am hardworking, committed, responsible,loyal and determined person that is willing to make change.I am confident the skills i have gained in previous have prepared me for this opportunity.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Embalenhle Mpumalanga

## Contacts and general information about me

Day of birth	1990-07-23 (34 years old)
Gender	Female
Residential location	Embalenhle Mpumalanga
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 2018.01 iki 2019.12</b>
Company name	Auto Zone
You were working at:	Receptionist
Occupation	General Administrator
What you did at this job position?	Filling,Photocopying,Scanning and Emailing

## Education

Educational period	<b>nuo 2005.01 iki 2011.12</b>
Degree	Grade 12 / Matric
Educational institution	K.I Twala Secondary School
Educational qualification	Matriculation
I could work	any where

## Languages

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

**Computer knowledge**

Microsoft office, Microsoft Word, Microsoft Excel, Microsoft Power point, Emailing, OS: Windows, Mac OS, Photoshop, Adobe Reader, Microsoft Outlook, Microsoft Teams, SAP Ariba, Discovery

**Conferences, seminars**

N/A

**Recommendations**

Contact person	Phindile Penelope Shoba
Occupation	Planner assistant under Electrical Building Maintenance {sasol}
Company	Mavutha Contractors Enterprise
Telephone number	0724653074
Email address	Phindileshoba1995@gmail.com

**Additional information**

Your hobbies	Reading, Research and socializing
Driver licenses	None
Salary you wish	10000 R per month