



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 (33 years old)
Gender	Female
Residential location	Embalenhle Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2018.01 iki 2019.12
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	nuo 2005.01 iki 2011.12
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