



# Nthabiseng Lethoba

Curriculum Vitae (CV)

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

I have my Matric certificate and my year end results from Richfield Graduate institute of technology. I am eager to learn and explore more from the little i know. I am also ready to share the skills and knowledge i have with the team,Therefore i am open to take any job offered as it will also be my way of learning and gaining more exposure to new opportunities.

Preferred occupation	<b>Data capturers</b> Administrative jobs
	<b>Government jobs</b> Government jobs
	<b>Receptionists</b> Hotel jobs
Preferred work location	<b>Witbank</b> Mpumalanga
	<b>South Coast (Ugu)</b> KwaZulu-Natal
	<b>Pretoria / Tshwane</b> Gauteng

## Contacts and general information about me

Day of birth	1997-09-13 (26 years old)
Gender	Male
Residential location	Johannesburg Gauteng
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 **nuo 2017.01 iki 2017.06**  
 Company name Centurion Systems(py)Ltd  
 You were working at: Debotors clerk  
 Occupation Volunteer at their financial office  
 What you did at this job position? Processing invoices, collecting payments,Identifying of cash on delivery,Operation pf credit card machines,till operations,Filling,Making copies,Data Capturing and making calls

Working period **nuo 2021.05 iki 2021.07**  
 Company name Red Alert  
 You were working at: Cleaners  
 Occupation Hygiene controller  
 What you did at this job position? General cleaning

**Education**

Educational period **nuo 2015.01 iki 2015.12**  
 Degree Grade 12 / Matric  
 Educational institution St Matthews Private Secondary school  
 Educational qualification Matric certificate (Diploma)  
 I could work Yes

Educational period **nuo 2016.01 iki 2016.11**  
 Degree Some Schooling  
 Educational institution Richfield Graduate institute of technology  
 Educational qualification Certificate of year end results  
 I could work Yes

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	very good	very good	very good
Setswana	very good	very good	very good

**Computer knowledge**

Micro soft office,Adobe Photoshop,Windows  
 (Computer Literate)

**Recommendations**

Contact person	Angela Munger
Occupation	HR Manager
Company	Centurion Systems (Pty)Ltd
Telephone number	011 699 2400

Contact person	Lindiwe Sithole
Occupation	Supervisor
Company	Red Alert
Telephone number	0786154470

#### **Additional information**

Your hobbies	Very good in reading Cooking Cleaning Always on internet Learning
Driver licenses	None
Salary you wish	8000 R per month