



# Sinothando Thobeka Mathunjwa

Curriculum Vitae (CV)

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

I am looking for Cleaner position/ Auxiliary worker and Admin assistant position.

I have an experience in cleaning position and customer service. I am a hardworking team player, Responsible, punctual and capable or working with little to no supervision. Able to work under pressure , and adhere to strict deadlines. Brings superior communication and time management abilities. skilled at maintaining the reception area , greeting guest, answering multi line phone systems, and maintaining office equipment. I am a fast learner and learn new software quickly. With an expertise in Microsoft soft word and outlook. I have a strong attention to detail and problem solving. I believe iam suitable candidate for the mentioned reasons.

Preferred occupation                      Generals  
General jobs

Preferred work location                      Gauteng

## Contacts and general information about me

Day of birth                                      1990-09-28 (33 years old)

Gender    Female

Residential location                              Johannesburg  
Gauteng

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

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

## Work experience

Working period                                      **nuo 2015.03 iki 2018.05**

Company name                                      Engen garage

You were working at:                              Generals

Occupation    Customer service

What you did at this job position?      Creating customer service, scheduling services appointments and receiving vehicles information. Listening to request of the service desired. , and clearly explaining information on the repair order. Introduce customers to service and parts personnel. Cleaning office , moping , vacuuming and empty waste bins,

**Education**

Educational period                    **nuo 2021.01 iki 2023.11**

Degree                                      Certificate

Educational institution                Ekurhuleni west tvet collage

Educational qualification              NQF4 office administration

I could work                              I could work as an Reception/ Admn Assistant. Skilled at Answering multi line phone systems. Greeting and welcoming guest. Providing organization and interpersonal skills so that I can file Documents. Mooping, sweeping, vacuuming and other office duti

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good
Sesotho	basic	very good	do not know
isiXhosa	very good	very good	good

**Computer knowledge**

I have a good computer literacy skills,

Microsoft office Word

PowerPoint presentation

Microsoft access

Outlook

Axcel

**Recommendations**

Contact person                            Mr menzi khoza

Occupation                                 Lecturer

Company                                      Ekurhuleni west tvet collage

Telephone number                        078 713 3837/ 076 2958525

Email address                               menziwak@ewc.edu.za

  

Contact person                            Mrs maluleka

Occupation                                 Lecturer

Company                                      Ekurhuleni west tvet collage

Telephone number                        073 549 6142

Email address                               sindiradebe5@gmail.com

**Additional information**

Your hobbies                                Designing

	Writing a blog
	Traveling and making connections
	Gaming and solving puzzles
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	00 R per month