



Unathi Jacobs

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I need an administrative, human resource jobs permanent or internship and also general jobs. Hiring me will be the best decision ever because I am so good at what I do. Passion speaks for me because I am hard working and careers driven.

Preferred occupation

Administrators

Administrative jobs

Generals

General jobs

HR intern

Management, human resources jobs

Receptionist

Administrative jobs

Data capturers

Administrative jobs

Filing clerk

Administrative jobs

Personal assistant

Administrative jobs

Preferred work location

Pretoria / Tshwane

Gauteng

Contacts and general information about me

Day of birth

1990-09-27 (33 years old)

Gender

Female

Residential location

Pretoria / Tshwane

Gauteng

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 2022.02 iki 2022.11**
 Company name Maloney eye primary school
 You were working at: Teachers
 Occupation Teachers assistant
 What you did at this job position? Assisting learners with homework and also doing admin work

Working period **nuo 2023.11 iki 2023.12**
 Company name Black royalty coal mine
 You were working at: HR intern
 Occupation Hr intern
 What you did at this job position? Working at with payroll, register, generating payslips, paperwork such as filling, capturing and more.

Working period **nuo 2023.10 iki 2024.03**
 Company name Shoprite
 You were working at: Cashiers
 Occupation Cashier
 What you did at this job position? Work on a till.

Education

Educational period **nuo 2016.01 iki 2016.12**
 Degree Grade 12 / Matric
 Educational institution Hawuka high
 Educational qualification Matric
 I could work I can work harder as admin,Hr any office work

Educational period **nuo 2022.07 iki 2022.12**
 Degree Certificate
 Educational institution Unihigh college
 Educational qualification Office admin
 I could work I can do admin work

Educational period **nuo 2023.02 iki 2024.01**
 Degree Certificate
 Educational institution Boston College
 Educational qualification Human resources
 I could work I can do administrative work

Languages

Language	Speaking level	Understanding level	Writing level
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English

fluent

fluent

fluent

Computer knowledge

I do have computer knowledge

Conferences, seminars

I do have experience

Recommendations

Contact person	Muxe
Occupation	Maintenance artisan
Company	Rcl foods
Telephone number	0732700553
Email address	mr.manganyi93@gmail.com

Additional information

Your hobbies	I love reading.
Driver licenses	None
Salary you wish	R12500 R per month
How much do you earn now	R0 R per month