



Olwethu Dyantyi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a good administrator, data capture with a certificate from the Western Cape Government: Department of Health. I am self-driven, fast learner and a hard worker as well, highly energetic and communicate well with people and I am able to speak, read and write in 3 South African language, English, Afrikaans and IsiXhosa, I follow instructions easily and I am willing to acquire more skills . I am available immediately.

Preferred occupation

Generals

General jobs

Housekeeper

Hotel jobs

Data capturers

Administrative jobs

Government jobs

Government jobs

Filing clerk

Administrative jobs

Preferred work location

Cape Town

Western Cape

Port Elizabeth

Eastern Cape

Contacts and general information about me

Day of birth

1995-09-26 (29 years old)

Gender

Male

Residential location

Cape Flats

Western Cape

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 2022.10 iki 2024.04**
 Company name Atlantic Conversions
 You were working at: Generals
 Occupation Dispatching clerk
 What you did at this job position? Dispatching orders for drivers and dispatching work and loading orders for courier companies

Working period **nuo 2019.01 iki 2022.02**
 Company name Western Cape Government: Department of Health
 You were working at: Government jobs
 Occupation Administration Clerk (Volunteer)
 What you did at this job position? Admin Clerk

Education

Educational period **nuo 2014.11 iki 2015.11**
 Degree Certificate
 Educational institution Northlink College
 Educational qualification N5 Certificate
 I could work Yes

Educational period **nuo 2009.01 iki 2013.11**
 Degree Grade 12 / Matric
 Educational institution Elsies River High School
 Educational qualification Matric/Grade 12
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
isiZulu	good	good	good

Computer knowledge

MS Excel , MS Word , MS Powerpoint , MS Outlook ,

Conferences, seminars

Western Cape Department of Health Data Capturing Course for HIV/TB in 2021

Recommendations

Contact person	Reginald Louw
Occupation	Warehouse Suoervisor
Company	Atlantic Conversions T/A Atlantic Abbrasive
Telephone number	0749700874

Contact person	Ncumisa Jonas
Occupation	Clinic Manager
Company	City of Cape Town
Telephone number	0214443487/0795360174

Additional information

Your hobbies	Soccer and Rugby
Driver licenses	None
Salary you wish	R8500 R per month
How much do you earn now	R7500 R per month