



# 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 (28 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