



Thembekile Tyron Bobotyana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

General worker position and stores position. I am committed to do my work right first time, able to perform my duties within a reasonable time compared to time studies and also meet my daily target. I am a flexible person, prepared to work under pressure. I am prepared and willing to work shifts, overtime, on weekends and on holidays. I am a fast learner and open to learning new skills, punctual, obedient e dependable. I have good hand-eye coordation, a good understanding of safety rules and regulations and can follow them easily. As I am a highly observant person with a passion and understanding for the needs of clients, I am excited at serving your team.

My other skills include bookkeeping (cashbook to trial balance), reconciliations (debtors, creditors and bank), computer literate-intermediate (Word and Excel), aptitude for figures, detail oriented, sense of urgency and accuracy.

I am an ambitious, goal-driven person who is intelligent, diligent and hardworking who loves challenges and willing to learn new things everyday

Preferred occupation	General worker cleaner receiving assistant re Hotel jobs
Preferred work location	East London Eastern Cape

Contacts and general information about me

Day of birth	1972-02-16 (52 years old)
Gender	Male
Residential location	East London Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2000.09 iki 2010.11**
 Company name Mercedes Benz South Africa
 You were working at: Automotoive machinist
 Occupation General production line operator and dispatch assistant
 What you did at this job position? 1. Operated and maintained production line equipment in accordance with safety and quality guidelines to ensure efficient assemble and packaging of products.

Working period **nuo 2019.07 iki 2020.11**
 Company name Lear Corporation Pty Ltd
 You were working at: Assembler
 Occupation General labourer and dispatch operative
 What you did at this job position? I worked on the assembly line and removal of Mercedes Benz C-class seats. I also handled the dispatch section for completed seats.

Working period **nuo 2016.04 iki 2018.12**
 Company name Department of Basic Education - Eastern Cape Province
 You were working at: Operations Clerk
 Occupation Examination Assistant (Invigilator)
 What you did at this job position? 1. Responsible for overseeing the examination process and ensuring that it runs smoothly. 2. Preventing any irregularities and making sure all necessary procedures are followed. 3. Preventing candidates to write subjects not registered for. 4. Complying with the rules and regulations of the National Senior Certificate (NSC) examination.

Education

Educational period **nuo 2015.02 iki 2017.11**
 Degree Diploma
 Educational institution Walter Sisulu University
 Educational qualification National Diploma in Internal Auditing
 I could work Yes. Completed and graduated.

Educational period **nuo 2012.02 iki 2013.11**
 Degree Certificate
 Educational institution Walter Sisulu University
 Educational qualification National Higher Certificate in Accountancy
 I could work Yes. Completed

Educational period **nuo 1995.01 iki 1995.11**
 Degree Certificate
 Educational institution Institute of Administration and Commerce of Southern Africa (IAC)
 Educational qualification Preliminary Certificate in Accountancy
 I could work Yes. Completed

Educational period **nuo 1986.01 iki 1999.11**
 Degree Grade 12 / Matric
 Educational institution Khulani Commercial High School
 Educational qualification Matric Certificate
 I could work Yes. Completed

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	very good	very good	very good
Afrikaans	basic	basic	good

Computer knowledge

Microsoft Office (Word, Excel, PowerPoint - intermediate)

Recommendations

Contact person Ms Nontsikelelo Gwantshu
 Occupation Recruitment Consultant
 Company AdcorpBlu
 Telephone number 043 422 0401 and 043 735 4859
 Email address nontsikelelo.gwantshu@adcorp.com

Contact person Mr Lungs Leonard Mahlanyana
 Occupation Team Manager
 Company Mercedes Benz South Africa
 Telephone number 043 706 2291 or 073 788 0356
 Email address llmahlanyana@gmail.com

Additional information

Your hobbies Reading books, road running, watching television, listening to music
 Driver licenses None
 Salary you wish R6000 R per month

How much do you earn now

Nil - unemployed graduate R per month