



Innocetia Buhle Mthembu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

[Mister sweets company]

Where I am a general worker for 5 years and I even gain an experience in administration

1. Effective prioritization and task management
2. Excellent written and verbal communication
3. Strong team player with a collaborative mindset
4. Continuous learner, seeking opportunities for growth and development

Why I'm a great fit:

I am confident that my skills, experience, and positive attitude make me an ideal candidate for this Administrative Assistant role. I am excited about the opportunity to contribute to the success of your organization.

Contacts and general information about me

Day of birth	1994-09-15 (30 years old)
Gender	Female
Telephone number	<i>Information is available only for registered users.</i> Sign in
office administrator: Email address	<i>Information is available only for registered users.</i> Sign in

I am seeking an Administrative Assistant position in a dynamic and growth-oriented organization

Additional information

Salary you wish	10000 R per month
Professional Skills: How much do you earn now	10000 R per month

1. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
2. Excellent communication, organizational, and time management skills
3. Strong attention to detail and problem-solving abilities
4. Familiarity with office management software and databases

Personal Qualities:

1. Proactive and adaptable with a positive attitude
2. Strong work ethic and commitment to meeting deadlines
3. Excellent interpersonal and customer service skills
4. Ability to maintain confidentiality and handle sensitive information

***Education ***

Grade 12

* computer literacy Certificate

* data centre Certificate