



# 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 *Information is available only for registered users.*  
[Sign in](#)

\*office administrator:\*

Email address *Information is available only for registered users.*  
[Sign in](#)

I am seeking an Administrative Assistant position in a dynamic and growth-oriented organization where I can utilize my skills and experience to provide exceptional support to the team

**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