



# Albetina Mncube

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Im looking for employment in the Admin / Reception sector. Im very computer literate and good in communication and also a fast learner.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1992-07-13 (32 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2012.01 iki 2013.05</b>
Company name	Muthaland Entertainment
You were working at:	Administrators
Occupation	Administration
What you did at this job position?	Admin and Receptionist

## Education

Educational period	<b>nuo 2007.01 iki 2011.11</b>
Degree	Grade 12 / Matric
Educational institution	Freedom Community College
Educational qualification	Matric Certificate
I could work	under pressure

## Languages

Language	Speaking level	Understanding level	Writing level
----------	----------------	---------------------	---------------

English	very good	very good	very good
isiZulu	very good	very good	very good

### Computer knowledge

i know Microsoft Word, Microsoft Outlook, Microsoft Excel

### Conferences, seminars

No

### Recommendations

Contact person	delphine Klassen
Occupation	Manager
Company	Muthaland Entertainment
Telephone number	0116463877
Email address	delphine.klassen@gmail.com

### Additional information

Your hobbies	Reading.
Driver licenses	None
Salary you wish	R10 000 R per month
How much do you earn now	None R per month