



# Murwa Raney Thidziambi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Yours Sinisterly  
 Murwa Raney Thidziambi  
 Cell 0727416714  
 Email. Murwa1987@gmail.com

Preferred occupation programming  
 The cover letter to IT, computing jobs

Dear Sir/Madam  
 Preferred work location Polokwane / Pietersburg

My name is Murwa Raney Thidziambi I would like to apply for the advertised post for Administrator,  
 am and excellent planner, good organizer person who is detailed to communicate with different

**Contacts and general information about me**

people. a skills person who work well with different types of people leader who demonstrates well

Day of birth 1987-10-21 (37 years old)  
 proper procedure, able to develop and implement project effectively, sees through to completion on

Gender Female  
 time. Take initiative, responsible and a good listener observation and writing are added skills.

Residential location Johannesburg  
 Able to communicate in four language and ambition go getter who enjoy leaning new thing, enjoy

hard work and able to work under pressure An able to reach the target and can work over time.

Telephone number *Information is available only for registered users.*

Office management skills and public work experiences, [Sign in](#)

Email address *Information is available only for registered users.*

[Sign in](#)

DUTIES  
**Work experience**

You were working at: Builders

Office administrative on educational assistant, Capturing of Annual Survey Schools forms and  
**Additional information** verifying them by checking whether they are complete by required standard guidelines.

Salary you wish 12000 R per month  
 Collecting and checking physical and electronic, data Administrative activities including

photocopying, filling, managing records. Management of ESSP Data, safe keeping of Program  
 payment files, employees contracts, attend ESSP Meetings and taking Minutes

Attending incoming and outgoing corresponding including answering internal and external  
 telephones, Emails and taking message, assisting of financial quires form the EWP members

Good communication skill computer literacy, good research and office management skills in public  
 work

Name of company currently am at Department of Education, doing admiration before I was at  
 STATISTIC SOUTH AFIRACA it was a contract.

QUALIFICATION

Matriculated, Diploma in IT Programming