



# Thokozile Radebe

Curriculum Vitae (CV)

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

I am looking for a challenging job permanent or part time. I volunteered at SOUTH AFRICAN POLICE SERVICE for 6 years and i receive my training, I have experience in cashier , Receptionists and i did a little of HR. i studied Human Resources Management N4,N5,N6, Financial Accounting N4,N5 and Computer Practice (Word,Excel,PowerPoint and Access which i finish in 2015. i am fast learner , hard working and i can work under pressure. I am available anytime because i have been unemployed for almost a year . It will be an honour to part of your company.

Preferred occupation	<b>Waiters, waitresses</b> Restaurant, bar service jobs
	<b>Administrators</b> Administrative jobs
	<b>Part time jobs</b> Part time, weekend jobs
Preferred work location	<b>Johannesburg</b> Gauteng

## Contacts and general information about me

Day of birth	1987-09-21 (36 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 2011.06 iki 2012.01</b>
Company name	Spar
You were working at:	Cashiers
Occupation	Cashier
What you did at this job position?	Customer services

Working period **nuo 2012.02 iki 2012.12**  
 Company name Country Meat Market  
 You were working at: Receptionists  
 Occupation Receptionists  
 What you did at this job position? I was processing cash invoices,answering phones,emalling,faxing,scanning,filling,assisting HR,ordering of staff uniform,making coffee,issuing out staff uniform,office assistant,writting minutes,and responsible for front dest.

**Education**

Educational period **nuo 2013.01 iki 2015.06**  
 Degree Certificate  
 Educational institution Rock of Springs Technical College  
 Educational qualification National Certificate  
 I could work Human Resources as an assistant

**Languages**

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	very good	good
Afrikaans	basic	basic	basic
Sesotho	good	good	basic
English	very good	very good	very good

**Computer knowledge**

I did Word , Power point , Access and excel

**Conferences, seminars**

i attended a course SOUTH AFRICAN POLICE SERVICE .  
 Training for reservists in Phuthaditjaba Training institution

**Recommendations**

Contact person Porcia Mthanza  
 Occupation Creditos clerk  
 Company Country Meat Market  
 Telephone number 0730107032  
 Email address porciamthanza@yahoo.com

**Additional information**

Your hobbies Reading  
 Playing soccer  
 Watching TV

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2016-10-00 (7 years)
Salary you wish	6500 R per month
How much do you earn now	4500 R per month