



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	Waiters, waitresses Restaurant, bar service jobs
	Administrators Administrative jobs
	Part time jobs Part time, weekend jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1987-09-21 (37 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2011.06 iki 2012.01
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 (8 years)
Salary you wish	6500 R per month
How much do you earn now	4500 R per month