



Sthembiso Mtshali

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have a 3+ years experience (office based experience) as a Data Capture and have worked as a field worker and also as a general worker/assistant plumber. An office based job would be ideal but I'd also like to gain more experience in other fields of work. I'm a hard worker, efficient, honest, trustworthy, fast learner, team player and a problem solver.

Preferred occupation	Data Capture Administrative jobs
	Office assistant Administrative jobs
	General worker Part time, weekend jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1987-07-04 (37 years old)
Gender	Male
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 2015.11 iki 2016.06
Company name	Mading's B. Enterprise
Occupation	General worker/Assistant plumber
What you did at this job position?	Excavation; exposing old water pipes; Pipe laying; joining of new pressure pipes; installing water valves and fire hydrants; new meter installation and housekeeping.

Working period **nuo 2011.09 iki 2011.10**
 Company name Statistics SA (Census 2011)
 You were working at: Part time jobs
 Occupation Field worker
 What you did at this job position? Conducting publicity; Listing and Enumeration in a specific area and ensuring accurate figures.

Working period **nuo 2008.03 iki 2011.08**
 Company name Johannesburg Water (Prepayment Depot)
 Occupation Data Capture
 What you did at this job position? Maintaining good customers service and ensuring feedback on customer complaints; compiling weekly & monthly reports; Downloading HHVU's (Vendor Handheld machines) into the MMS (Computer Program) Capturing data; photocopying; e-mailing reports, Filing; sales and finance; programming meters and tags (water tags).

Education

Educational period **nuo 2012.09 iki 2012.10**
 Degree Certificate
 Educational institution MIT Group Corporate training and placement
 Educational qualification Call Centre Certificate
 I could work Outbound call centre and Inbound call centre

Educational period **nuo 2006.01 iki 2006.02**
 Degree Certificate
 Educational institution Humana People to people Learning center
 Educational qualification Basic Computer Certificate
 I could work Ms office suite, internet.

Educational period **nuo 2000.01 iki 2004.12**
 Degree Grade 12 / Matric
 Educational institution Jabulani Technical High School
 Educational qualification National Senior Certificate

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	very good	fluent	very good

Computer knowledge

Ms office suite, Softwares and applications and internet.

Additional information

Your hobbies	Listening to music and reading books.
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	00 R per month