



# 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> <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 2015.11 iki 2016.06</b>
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