



Thandeka Mtetwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am open to any office support and reception. I have 6 months experience working in an office environment. I have done it all - filing, faxing, copying, making spreadsheets, entering data, answering multiple phone lines and emails, etc. - I am quite flexible in the work I do. I am able to take on multiple tasks fairly easily and am able to learn new skills quickly and effectively. I consider myself a hard worker who is easy to get along with. I always have a positive attitude because I believe that negativity in any area of your life is just useless and detrimental to what can be accomplished.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	West Rand Gauteng

Contacts and general information about me

Day of birth	1986-11-06 (38 years old)
Gender	Female
Residential location	West Rand 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 2008.06 iki 2008.12
Company name	Nyathela uve aluminium and security systems
You were working at:	Jobs for students
Occupation	Secretary
What you did at this job position?	Filing, typing, handling incoming and outgoing calls, emails and fax, drawing and designing quotations.

Education

Educational period	nuo 2005.01 iki 2007.12
Degree	Diploma
Educational institution	Mangosuthu univesity of technology
Educational qualification	Office management and technology
I could work	I could work underpressure and meet deadlines

Languages

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

Computer knowledge

Ms word
Power point
Excel
Starfront

Recommendations

Contact person	.Mrs L Mthabela
Occupation	Manager
Company	Nyathela uve aluminium and security systems
Telephone number	0312613702
Email address	lydiamth@telkomsa.net

Additional information

Your hobbies	Listening music and watching tv
Driver licenses	None
Salary you wish	4000 R per month