



# Maketa Mphuthi

Curriculum Vitae (CV)

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

I am looking for a part time job. I am currently doing my second year at Richfield Graduate Institute of Technology, studying towards my IT management degree. I believe that the skills, knowledge and experiences that I have gained during my first and second year of my studies will help me in any kind of position you put me in.

I am a hard worker, willing to learn and adapt to any challenges I face. I know I will be beneficial to your company. I'm computer literate with the use of MS word, MS excel ,MS access, MS outlook and MS power point. I look to grow and improve in your company.

I am an above average person who is highly driven, committed to uphold high standard of competency and I am also dedicated with a strong personality. I work well in a team and take initiative. I am looking for an established growing company to start my career path with. Overall I believe I have the required skills to be considered for the position.

The reason why you should appoint me is not because of what I can or cannot do, nor what I have or have not yet achieved. It should be because of my competitiveness, competence and constant improvement of my capabilities. My goal in life is to be a successful in whatever venture I may pursue. I place a very high value on work ethics and readily accept professional guidance from my mentors.

Thank you for taking the time to consider my application, and I look forward to hearing from you.

Yours sincerely,

Maketa Mphuthi

Preferred occupation

**Administrators**  
Administrative jobs

**Part time jobs**  
Part time, weekend jobs

Preferred work location

**Johannesburg**  
Gauteng

### Contacts and general information about me

Day of birth	1992-08-07 (32 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>

### Additional information

Salary you wish	2500 R per month
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