



Masentle Ntsube

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a field that will expand my skills and with that I will be an asset for the company.

I believe in team work more, so their is no I in workforce

I am keen on learning new skills and growing within the company

I believe patients is virtue when it comes to clients and employees

I am a hard worker and when needed i do avail myself in crisis

Preferred occupation Administrators
Administrative jobs

Preferred work location Secunda
Mpumalanga

Contacts and general information about me

Day of birth 1988-03-14 (36 years old)

Gender Female

Residential location Secunda
Mpumalanga

Telephone number *Information is available only for registered users.*
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Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2011.02 iki 2017**

Company name Tinbarcc

You were working at: Administrators

Occupation Admin.Officer

What you did at this job position? Sort out payslips,admin/clerical duties,typing out contracts ,drafting letters,helping with gathering audit documents,assisting with timesheet and payroll,stationary

Education

Educational period **nuo 2007.01 iki 2010.12**
Degree Diploma
Educational institution Gert Sibande FET College Evander Campus
Educational qualification Diploma in Financial Management
I could work in marketing or advertising, Payroll department

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| isiZulu | basic | good | do not know |
| Sesotho | basic | good | do not know |
| Afrikaans | basic | basic | basic |

Computer knowledge

Excel
Microsoft word
Microsoft Office
Adobe

Additional information

Your hobbies Writing poetry
Watching Soccer, Cricket
Movies
music
reciting
walking
Reading

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from 2013-00-00 (11 years)
Salary you wish 13000 R per month
How much do you earn now 10000 R per month