



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.*
[Sign in](#)

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 (12 years)
Salary you wish	13000 R per month
How much do you earn now	10000 R per month