



# Slindile Thabethe

Curriculum Vitae (CV)

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

I am a loyal, dedicated individual of integrity. I think out of the box, self motivated, enthusiastic, hard worker, and performance driven and good in problem solving.

- Ability to achieve and meet deadline
- Enjoy challenges

I would like to work in an environment where I would gain more knowledge, in a manner that would be directed at achieving the company /department strategic objectives . I have skills knowledge and experience in the office environment.

Preferred occupation                      Administrative jobs

Preferred work location                      Durban City  
KwaZulu-Natal

North Coast  
KwaZulu-Natal

## Contacts and general information about me

Day of birth                                      1992-09-12 (32 years old)

Gender    Female

Residential location                              Durban City  
KwaZulu-Natal

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period                                      **nuo 2015.01 iki 2015.10**

Company name                                      Tekmation institute

You were working at:                              Administrators

Occupation    Office Adminstrator

What you did at this job position?      handling of contract, taking calls, and capturing, faxing, taking minutes on meeting's, responsible for attendance report and working very close with my administration manager and developed p.a. skills.

Working period **nuo 2015.10 iki 2017.04**  
 Company name Consumer friend  
 You were working at: Administrators  
 Occupation Admin,Clerk  
 What you did at this job position? capturing applications, taking calls, consulting with clients, attending to emails, typing, filing.

Working period **nuo 2017.07 iki dabar**  
 Company name Treasury House Finance  
 You were working at: Accountants  
 Occupation Office Administrator  
 What you did at this job position? Attending to clients -face to face, phone calls, email. Filing, faxing, photocopying, petty cash, capturing, taking minute, doing presentation in some of the meetings, organising company events and booking, responsible for stock taking, processing payments on the system.

**Education**

Educational period **nuo 2012.01 iki 2014.12**  
 Degree Certificate  
 Educational institution Elangeni TVET College  
 Educational qualification NQF Level 4 Office Administration  
 I could work Office Admiinstration

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good
isiXhosa	basic	good	good

**Computer knowledge**

Microsoft Office  
 Internet  
 intecon system

**Recommendations**

Contact person Sinayo Zulu  
 Occupation HR Manager  
 Company Treasury House finance  
 Telephone number 031 701 1025

**Additional information**

Your hobbies

Reading  
taking a walk

Salary you wish

7500 R per month

How much do you earn now

6000 R per month