



# Sithembile Mthethwa

Curriculum Vitae (CV)

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

I am looking for an Administration Clerk position. I work well independently and in a team. I like an environment where I interact with client, listen and solve their queries.

I am always dedicated to my work and always willing to go an extra mile to achieve positive results. I am not afraid of challenges as they help me grow in my career.

I am looking for a job with challenges and where I will grow career Wise.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Embalenhle Mpumalanga

## Contacts and general information about me

Day of birth	1988-12-28 (35 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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>

## Work experience

Working period	<b>nuo 2010.02 iki 2011.03</b>
Company name	Nseleni Community Health Centre
You were working at:	Administrators
Occupation	Supply Chain Clerk
What you did at this job position?	Order and Dispatch stock to relevant departments, prepare bid evaluation points to companies who have applied for tenders. Capture the Bid Evaluation minutes to the Database

Working period **nuo 2014.01 iki 2015.05**  
 Company name Vuza Fleet Management Solutions  
 You were working at: Administrators  
 Occupation Administration Clerk  
 What you did at this job position? Book vehicles for repairs, compile quotations, load invoices with wesbank , Bill clients , File all clients invoices accordingly, Handle petty cash.

Working period **nuo 2015.05 iki 2017.10**  
 Company name Cartrack  
 You were working at: Administrators  
 Occupation Admin Scheduler  
 What you did at this job position? Manage technicians, Handle client queries, sales Admin, ensure that daily scheduled clients are fitted. Contact clients to book appointments, Escalate clients queries to Management . Transfer clients to relevant departments according to client's needs.

**Education**

Educational period **nuo 2007.06 iki 2009.12**  
 Degree Certificate  
 Educational institution UMfolozi College (Richtek Campus)  
 Educational qualification N6 Business Management  
 I could work I could work as a Safety Officer as I was trained by the company I am working for. I like an environment where I can interact with clients in a professional level. I am a well equipped Admin Clerk.

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	good	good	basic
Sesotho	basic	basic	do not know

**Computer knowledge**

I am experienced in Computer skills as my duties requires me to use Excel, Word, Outlook.

**Recommendations**

Contact person Jenny Pentolfe  
 Occupation Acting Branch Manager  
 Company Cartrack Richardsbay  
 Telephone number 0357896987  
 Email address Jenny.pentolfe@cartrack.com

Contact person Deven Moodley  
 Occupation Sales Person and Colleague  
 Company Cartrack Durban  
 Telephone number 0605592222  
 Email address Deven.moodley@cartrack.com

Contact person Renata Singh  
 Occupation Supervisor  
 Company Cartrack  
 Telephone number 0311400011  
 Email address Renata.singh@cartrack.com

Contact person Desire  
 Occupation HR Manager  
 Company Vuza Fleet Management  
 Telephone number 0333460921  
 Email address desire.moodley@vuza.co.za

**Additional information**

Your hobbies I love reading and socialising. I cook and watch tv during spare time. I spent most time working and equipping my self with new things career Wise.  
 Driver licenses None  
 Salary you wish 8000 R per month  
 How much do you earn now 6200 R per month