



# Asanda Mthelu

Curriculum Vitae (CV)

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

I am result-driven Public Admin graduate who is very passionate, fast learner and a hard-working individual. Over the past few years, I have acquired some experience in the field such as Financial Control, administration work such as data capturing, registry, archives and updates. I am currently looking for an opportunity to join your organization and increase my experience in Administration work. In return, I will use my existing skills to uphold the mission of your organization. I have experience in Microsoft package.

### COMPETENCES

Financial control, Knowledge of the process of Public policy, Handling of issues, Customer friendly and environmental friendly. Knowledge of use of public funds and user friendly (efficiency, effectiveness, information and accountability to public).

Preferred occupation	Administrators Administrative jobs
Preferred work location	West Rand Gauteng

## Contacts and general information about me

Gender	Male
Residential location	East Rand 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>

## Work experience

Working period	<b>nuo 2015.01 iki 2015.12</b>
Company name	AVBOB
You were working at:	Agents
Occupation	SALES CONSULTANT
What you did at this job position?	SALES AND DATA CAPTURING

Working period **nuo 2016.01 iki 2017.05**  
 Company name DEPARTMENT OF EDUCATION (MZUZILE SPS)  
 You were working at: Administrators  
 Occupation ADMIN CLERK  
 What you did at this job position? DATA CAPTURING, ARCHIVES, RESGISTRY, AND BANKING

Working period **nuo 2017.06 iki 2017.12**  
 Company name CITATION TRAVEL INTERNATIONAL  
 You were working at: Telemarketers  
 Occupation ADMIN ASSISTANT  
 What you did at this job position? SALES AND DATA CAPTURING

**Education**

Educational period **nuo 2009.01 iki 2014.03**  
 Degree Degree  
 Educational institution WALTER SISULU UNIVERSITY  
 Educational qualification B. ADMINISTRATION  
 I could work AS ADMINISTRATOR

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	very good	very good	very good
isiXhosa	fluent	fluent	fluent
isiNdebele	good	good	good
Setswana	basic	basic	basic
Sesotho	basic	basic	basic

**Computer knowledge**

MICRO SOFT PACKAGE SUCH EXCEL, POWERPOINT, OUTLOOK, WORD, PASTEL

**Conferences, seminars**

NONE

**Recommendations**

Contact person MISS A MAKALIMA  
 Occupation CIRCUIT LEADER AT DEPT OF EDUCATION  
 Company MZUZILE SPS  
 Telephone number 0734750143

**Additional information**

Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	6000 R per month