



Sharon Tlakale Thobadi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for position as an Office assistant/Data capture/Receptionists.

I have experience in data capturing, answering telephone, invoicing, filing.

I have good communication skills and computer skills. I am eager to learn new things and grow.

Preferred occupation	Data capturers Administrative jobs
	Receptionist Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1983-03-20 (41 years old)
Gender	Female
Residential location	Sedibeng Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2008.07 iki 2019.02
Company name	Cleaning Specialists
You were working at:	Other jobs
Occupation	Office assistant
What you did at this job position?	Answering telephones, bookings, telesales, invoicing, debtors, filing, scanning, fax, quotes and emails

Education

Educational period	nuo 2001.01 iki 2002.06
Degree	Certificate
Educational institution	Gert Sibande College
Educational qualification	National N6 Certificate
I could work	as a Sales person, data capture

Languages

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

Computer knowledge

Microsoft Word, Excel, Powerpoint, email
Pastel, Sage One Accounting

Recommendations

Contact person	Wilna Hulley
Occupation	Office Manager
Company	Cleaning Specialists
Telephone number	011 886 9065
Email address	cleaningspec@polka.co.za

Additional information

Your hobbies	Reading, playing soccer, watching TV
Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	6100 R per month