



Khangwelo Mathivha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Enroller nursing auxiliary

Admin assistant

Receptionist

Cleaning

Driver

Preferred occupation

Generals

General jobs

Car drivers

Driver jobs

Nurses

Medicine, healthcare, nursing jobs

Administrators

Administrative jobs

Part time jobs

Part time, weekend jobs

Preferred work location

East Rand

Gauteng

Contacts and general information about me

Gender

Female

Residential location

East Rand

Gauteng

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 2010.02 iki 2012.02**
 Company name Abico finance cc
 You were working at: Broker
 Occupation Office Administrator
 What you did at this job position? Filling,typist,handle telephones and messages,recruit the customers,market the company,report and related

Working period **nuo 2014.05 iki 2017.05**
 Company name Everyday accountants and practitioners
 You were working at: Accountants
 Occupation Cleaner
 What you did at this job position? Cleaning offices and surrounding ,making tea and ect

Working period **nuo 2018.01 iki 2019.04**
 Company name Thato Educare
 You were working at: Car drivers
 Occupation Driver
 What you did at this job position? Driving kids to school,delivery,driving long and short distance

Working period **nuo 2008.07 iki 2008.07**
 Company name Tshaulu police station (voluntary services)
 You were working at: Generals
 Occupation Cleaner
 What you did at this job position? Maintainance and control of cleaning material,cleaning offices,surroundings and furniture

Education

Educational period **nuo 2015.06 iki 2016.05**
 Degree Certificate
 Educational institution Empilweni education
 Educational qualification Enrolled Nursing Auxiliary
 I could work At old age home,clinics,hospitals and house visit

Educational period **nuo 2009.02 iki 2009.09**
 Degree Diploma
 Educational institution Mass Computer Training
 Educational qualification Admin and Secretarial
 I could work As receptionist,secretarial,admin assistant in different offices

Educational period **nuo 2002.01 iki 2005.12**
 Degree Grade 12 / Matric
 Educational institution Fhatuwani secondary school
 Educational qualification Grade 12
 I could work General workers

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Tshivenda	fluent	fluent	fluent
isiZulu	good	good	basic
Sepedi	good	good	basic
Xitsonga	good	good	basic

Computer knowledge

Introduction to Computer
 Ms Word
 Ms Excel
 Ms Access
 Ms Powerpoint
 Email & Internet

Recommendations

Contact person Selinah Dhlamini
 Occupation Manager
 Company Thato Educare
 Telephone number 0835934294
 Email address selinahdhlamini55@gmail.com

Contact person Nemasetoni Khwathiso
 Occupation Manager
 Company Everyday Accountants and Practitioners
 Telephone number 0714446734

Contact person Adivhaho
 Occupation Director
 Company Abico Finance cc
 Telephone number 0727221777

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2008-02-00 (16 years)
Salary you wish	6000 R per month
How much do you earn now	None R per month