



Nkululeko Paska Mthembu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrator

To plan and organize, and administer activities in th department or office efficiently

To keep information of new developments relating to my functins and maintain a creative

andexperimental attitude towards change in order to improve the operation of area of responsibility

Contacts and general information about me

| | |
|------------------|---|
| Day of birth | 1994-09-11 (30 years old) |
| Gender | Female |
| 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 2015.01 iki 2016.06 |
| Company name | Burger king |
| You were working at: | Waiters, waitresses |
| Occupation | Cashier |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2014.01 iki 2015.01 |
| Degree | Diploma |
| Educational institution | Nkangala fet college |
| Educational qualification | Human resources N4 |
| I could work | Office administrators |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | good | very good | very good |

Computer knowledge

To plan and organize administrative and office division efficiently

Recommendations

| | |
|------------------|----------------------------|
| Contact person | Lucky nkosi |
| Occupation | Manager |
| Company | Luctech aluminium and glas |
| Telephone number | 0817888152 |
| Email address | Lukienxt@gmail.com |

Additional information

| | |
|--------------------------|---------------------------|
| Your hobbies | Watching tv reading books |
| Salary you wish | 7500 R per month |
| How much do you earn now | 0000 R per month |