



Thembeka Sthembokuhle Ngubane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

You should hire me for this position because of my proven ability to maintain strong interpersonal relationships with several clients. I am passionate about providing care to those in need in my community, which keeps me motivated and excited about doing my best work. I understand you need a candidate who can be consistently available and work overtime sometimes. I'm will serve in a public sector or in a private sector.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Gender	Female
Residential location	KwaZulu-Natal
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 2017.08 iki 2018.06
Company name	Department of Education
You were working at:	Administrators
Occupation	Internships
What you did at this job position?	Making outgoing calls and answering incoming calls.Filing Documents. Collecting monthly report .Arranging Meetings . Sending emails and checking emails

Education

Educational period	nuo 2013.01 iki 2016.06
Degree	Grade 12 / Matric
Educational institution	Mangosuthu university of Technology
Educational qualification	National Diploma-Public Management
I could work	Anywhere

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

Software Microsoft word

Software outlook

And Excel

Recommendations

Contact person	Mr TW Buthelezi
Occupation	CES Department of Education
Company	KwaZulu-Natal Department of Education
Telephone number	(079) 898-8554
Email address	Thabani.Buthelezi@kzndoe.gov.za

Additional information

Your hobbies	Reading Books Jogging
Salary you wish	R12000 R per month
How much do you earn now	N/A R per month