



Lona Methusi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Typing skills, communication skills , data capturing, I'm also a fast learner , easy to adapt to new environment , I'm good at retail job, also have farming skills.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Grahamstown Eastern Cape

Contacts and general information about me

Day of birth	1987-04-16 (37 years old)
Gender	Female
Residential location	Butterworth Eastern Cape
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 2015.02 iki 2018.04
Company name	Identity stores
You were working at:	Cashiers
Occupation	Weekly service desk assistant
What you did at this job position?	Cashier,open new accounts,office work,data capturing

Working period	nuo 2013.02 iki 2015.02
Company name	Motheo construction
You were working at:	Administrators
Occupation	Admin assistant
What you did at this job position?	Data capturing,holding meetings,order builders material,monthly reports

Education

Educational period	nuo 2017.01 iki 2019.09
Degree	Diploma
Educational institution	King Hintsa TVET
Educational qualification	Farming management
I could work	In a farm, Department of agriculture

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent

Computer knowledge

I'm able to type,send and receive emails, PowerPoint presentation,Microsoft work,Microsoft access,Microsoft Excel,data capturing

Recommendations

Contact person	Mrs N Ntsimango
Occupation	Teacher
Company	Ngubethole bum school
Telephone number	0735591531

Additional information

Your hobbies	Reading,writing,singing,playing baseball,watching TV,
Driver licenses	None
Salary you wish	R3000 R per month
How much do you earn now	R0.00 R per month