



Nthabiseng Jacob

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration

Am a hard working fast learner and team oriented individual. Am a peoples person, well spoken and multitasker. I have computer skills, microsoft word and excel, graphic design and also have a class be drivers license

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1985-08-04 (39 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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 2015.12 iki 2019.12
Company name	Dovone Nature of Christ TV
You were working at:	Managers
Occupation	Administrative Manager
What you did at this job position?	General management, Admin

Education

Degree	Honours
Educational institution	University of Johannesburg
Educational qualification	Transitional Justice and research
I could work	Research assistant, Conflict resolution

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent

Computer knowledge

Windows, Mac OS, Microsoft Office, Excel. Adobe after effects, Adobe premier pro, adobe photoshop, adobe dreamweaver

Recommendations

Contact person	Jonah Mabushe
Occupation	Director
Company	Divine Nature of christ TV
Telephone number	0827693905
Email address	mabushejonah@gmail.com

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2010-09-00 (14 years)
Salary you wish	6000 R per month