



# Sibusiso Mtimba

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am a successful Administrative management with a proven qualification record of business growth and other certificates such as Grade C Security Officer with Psira and Computer literacy.

I learn about your company through the community library and, after visiting your website. I would bring my experience for success to your organisation in the capacity that fit my qualifications. As such, here are the skills will bring to your company: I am very well organised in my head which can translate perfectly in action.

- A strong commitment to the industry, having contributed my talent in Administrative management in variety of roles and capacities.
- The entrepreneurial spirit, Adaptability, and knowledge that will bridge essential relationship to achieve business success.
- More than a two years of strategic, forwarding thinking initiative that transcend the current state of the company to deliver profitability and achieve growth.

Thank you

Mtimba Sibusiso

Preferred occupation                      Guards  
Security jobs

Preferred work location                      East London  
Eastern Cape

## Contacts and general information about me

Gender    Male

Residential location                              East London  
Eastern Cape

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 2019.06 iki 2020.06**  
 Company name Bidvest protea coin  
 You were working at: Guards  
 Occupation security officer  
 What you did at this job position? Receptionist

Working period **nuo 2017.04 iki 2018.03**  
 Company name Roads and Public Works  
 You were working at: Personal assistant  
 Occupation Intern (Community Development)  
 What you did at this job position? Admin support

**Education**

Educational period **nuo 2014.01 iki 2016.12**  
 Degree Diploma  
 Educational institution Walter Sisulu University (East London)  
 Educational qualification Administrative management  
 I could work Intern

Educational period **nuo 2017.01 iki 2019.01**  
 Degree Degree  
 Educational institution Walter Sisulu Univesity  
 Educational qualification Btech Business Admin (not complete)  
 I could work Call Center

**Languages**

Language	Speaking level	Understanding level	Writing level
isiXhosa	good	good	good
English	good	good	good
isiZulu	good	good	good
Sesotho	basic	basic	basic

**Computer knowledge**

- Microsoft office application including Word, Excel, Outlook, etc
- Typing speed: 85 WPM
- Familiar with Logis, and HHCP System
- Proficient in using standard office equipment including printer, fax, scanning, etc

**Recommendations**

Contact person	Meetings
Occupation	take minutes
Company	Roads and Public Works
Telephone number	0783107048
Email address	mtimbasbu@gmail.com

Contact person	meetings
Occupation	take minutes
Company	Social Development (In- service training)
Telephone number	0783107048
Email address	mtimbasbu@gmail.com

#### **Additional information**

Your hobbies	Reading Socializing Music
Driver licenses	None
Driver license from	2020-05-00 (4 years)
Salary you wish	R10000 R per month
How much do you earn now	R7000 R per month