



Ntombotando Mpetshulwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a 22-year-old ambitious female who is prepared to achieve the desired goals of the Job description. I am a hard worker, self-motivated, goal oriented individual who is always looking for a challenge to enhance my skills and knowledge, I like to interact with other people and adapt easily to different kinds of environments. I have since developed my desire in the office (ADMINISTRATION) industry to empower more knowledge. I can work accurately and efficiently at a high level even when I am under pressure. Always willing to work overtime when required.

Preferred occupation Switchboard operator
Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth 1998-09-11 (26 years old)
Gender Female
Residential location Cape Town
Western 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

Company name KHAYELITSHA DISTRICT HOSPITAL
You were working at: Administrators
What you did at this job position? Procurement clerk duties and telekom operator

Education

Educational period **nuo 2014.01 iki 2016.12**
Degree Grade 12 / Matric
Educational institution Zwelidumile High school
Educational qualification Grade 12

Educational period	nuo 2017.07 iki 2018.12
Degree	Certificate
Educational institution	West coast college
Educational qualification	MANAGEMENT ASSISTANT N6

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	very good	very good	very good

Computer knowledge

- Computer literacy (MS Word, Excel and Outlook and Intermediate)

Recommendations

Contact person	Tesna Snell
Occupation	Supervisor at Switchboard
Company	Khayel;itsha district hospital
Telephone number	0213604203
Email address	Tensa.Snell@westerncape.gov.za

Additional information

Driver licenses	None
Salary you wish	25000 R per month
How much do you earn now	3500 R per month