



Jeanette Mqwathi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am looking for administrator job, I have the skill and experience. Am able to work with other people, knowing how to treat clients,am a good communicator.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Sedibeng Gauteng

Contacts and general information about me

Day of birth	1994-09-15 (29 years old)
Gender	Female
Residential location	Sedibeng 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 2019.04 iki 2020.11
Company name	Chief bambatha primary school
You were working at:	Administrators
Occupation	Administrator
What you did at this job position?	Welcoming clients, filing, answering phone calls, doing copies, capturing marks and doing print out

Education

Educational period	nuo 2014.01 iki 2018.05
Degree	Certificate
Educational institution	Sedibeng college
Educational qualification	N6 management assistant certificate
I could work	At the office as clerk or hospital and schools

Languages

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

Computer knowledge

I do have the knowledge I dd end user

Power point

Word

Excel

Recommendations

Contact person	Mokete Mokhethi
Occupation	Principal
Company	Chief bambatha primary school
Telephone number	0165823003
Email address	moketemokhethi8@gmail.com

Additional information

Your hobbies	I play netball at my spare time
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	3500 R per month