



# 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 (30 years old)
Gender	Female
Residential location	Sedibeng Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2019.04 iki 2020.11</b>
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	<b>nuo 2014.01 iki 2018.05</b>
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