



# Deborah Mathebula

Curriculum Vitae (CV)

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

I 'm looking for Apprenticeship or Learnership so that i can gain experience in the mining sector. I am a team player and can also work as an individual who always maintains positive attitude towards people. I am a flexible person who is willing to learn more and do any kind of work in a work place .

I give attention to details and i like listening to other people's ideas inoder to gain more experience.

Thank you

Kindly regards

Deborah Mathebula

Preferred occupation

Jobs for students  
Student jobs

Engineers  
Engineering jobs

Machine operator  
Construction jobs

Preferred work location

Tzaneen  
Limpopo

Bushbuckridge  
Mpumalanga

Hazyview  
Mpumalanga

Rustenburg  
North West

## Contacts and general information about me

Day of birth 1990-12-24 (33 years old)

Gender Female

Residential location Rustenburg  
North West

Telephone number *Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

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## Work experience

Working period	<b>nuo 2018.01 iki 2020.06</b>
Company name	Simbavati hilltop lodge
You were working at:	Receptionists
Occupation	Administration
What you did at this job position?	Welcoming guests, check in and out of guests, checking of e-mails and responding to the e-mails, making calls and receiving calls, faxing, photo copying , typing and scanning of document. Holding morning meetings with the staff , preparing guests invoices for check out, filing of documents, GRV's , placing orders and handling deliveries. Stock takings at the end of the month.
Working period	<b>nuo 2014.06 iki 2016.12</b>
Company name	Royal Malewane
You were working at:	Hotel managers
Occupation	Housekeeping Supervisor
What you did at this job position?	Having meetings with the staff, Issuing of amenities nand cleaning chemicals, placing housekeeping orders, checking of e-mails and responding , holding meetings with senior staff discussing how the service can be improved, checking the rooms that are well cleaned filled with everything, making sure that the public areas are are well cleaned and disciplinary of the staff. At the end of the month doing stock take

## Education

Educational period	<b>nuo 2017.01 iki 2017.11</b>
Degree	Certificate
Educational institution	South African college for tourism
Educational qualification	Hospitality
I could work	As a Receptionist, Administration, Housekeeping Supervisor or Executive
Educational period	<b>nuo 2010.01 iki 2011.11</b>
Degree	Certificate
Educational institution	Ehlanzeni TVET college
Educational qualification	Civil engineering and building construction
I could work	Site agent, Civil engineer, Safety representative

Educational period **nuo 2006.01 iki 2006.11**  
 Degree Grade 12 / Matric  
 Educational institution Mugena high school  
 Educational qualification Matric  
 I could work Can do studies and work in areas where they train you to work

Educational period **nuo 2008.08 iki 2008.09**  
 Degree Certificate  
 Educational institution Cornerstone  
 Educational qualification Call centre  
 I could work Call centre agent, Receptionist, Administration

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	fluent
isiZulu	very good	very good	very good
Sepedi	very good	very good	very good
Xitsonga	fluent	fluent	fluent
SiSwati	very good	very good	very good

### Computer knowledge

Ms office suit, MS Microsoft word, MS Excel, MS PowerPoint, MS access and Outlook

### Recommendations

Contact person Sibongile Khoza  
 Occupation Receptionist supervisor  
 Company Simbavati riverlodge  
 Telephone number 0157939051  
 Email address info@simbavati.com

### Additional information

Your hobbies I love cookin, baking , watching movies and Soccer  
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2019-09-00 (4 years)  
 Salary you wish 8000 R per month  
 How much do you earn now 6000 R per month