



Thobeka Ntshibida

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im looking for data capturing job as i have an experience it it. I've got 18 months experience as clerk at goso Forest j.s.s. I'm a self disciplined person, i follow instructions very well. I make it my business to ask where i don't understand. I like working as team as well as an individual. I can work even under pressure that's what i learned from the school that i was doing my inservice training. I've got N6 in management assistant, I'm in a process of applying for my diploma certificate

Thank you.

Preferred occupation	Data capturers Administrative jobs
	Operations Clerk Administrative jobs
Preferred work location	Durban City KwaZulu-Natal
	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1991-01-24 (34 years old)
Gender	Female
Residential location	Goso Forest AA Eastern Cape
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 2019.02 iki 2020.09
Company name	Goso Forest j.s.s
You were working at:	Administrators
Occupation	Clerk
What you did at this job position?	Filing, data capturing, photo copying, welcoming visitors and typing

Working period	nuo 2020.08 iki 2020.10
Company name	Goso Forest j.s.s.
You were working at:	Teachers
Occupation	Assistant teacher
What you did at this job position?	Teaching grade 8

Education

Educational period	nuo 2017.07 iki 2018.12
Degree	Certificate
Educational institution	Ingwe tvet college
Educational qualification	N6 management assistant
I could work	As clerk, receptionist, administrator, assistant manager

Languages

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

Computer knowledge

Introductory computer, microsoft word, microsof excel, PowerPoint, access, etc

Recommendations

Contact person	Mr Fosi M.G.
Occupation	Principal
Company	Goso Forest j.s.s
Telephone number	0788481777

Additional information

Your hobbies	Playing computer games Reading Travelling
Driver licenses	None
Salary you wish	3000 R per month
How much do you earn now	N/A R per month