



# 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> <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 2019.02 iki 2020.09</b>
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