

# **Sethabile Gina**

Curriculum Vitae (CV)

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

Any job that you can offer ,I can work hard,under pressure ,and I can work long hours as long I can survive and help my family financial.

Preferred occupation Receptionist

Administrative jobs

Generals General jobs

Kitchen assistant

Kitchen jobs

Waiters, waitresses

Restaurant, bar service jobs

Preferred work location Durban City

KwaZulu-Natal

**Ermelo** Mpumalanga

Pretoria / Tshwane

Gauteng

Drakensberg KwaZulu-Natal

### Contacts and general information about me

Day of birth 1999-01-24 (26 years old)

Gender Female

Residential location Durban City

KwaZulu-Natal

Telephone number Information is available only for registered users.

<u>Sign ir</u>

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## **Work experience**

Working period nuo 2020.06 iki 2020.11

Company name Isicelosethu high school

You were working at: Administrators

Occupation Admin assistance

What you did at this job position? Photocopying, printing, emailing& scanning documents

#### **Education**

Educational period **nuo 2012.01 iki 2016.12** 

Degree Grade 12 / Matric

Educational institution Isicelosethu high school
Educational qualification Matric certificate(diploma)

I could work Immediately

#### Languages

LanguageSpeaking levelUnderstanding levelWriting levelisiZuluvery goodvery goodvery goodEnglishgoodgoodgood

## **Computer knowledge**

MS word, MS excel, MS access, power point, emailing, &fax

## **Conferences, seminars**

None

## Recommendations

Contact person Miss KC Mngomezulu

Occupation Admin clerk

Company Isicelosethu high school

Telephone number 0711407726

Email address Sethahgina@gmail.com

Contact person Mr N Mngomezulu

Occupation Youth leader

Company Ingwavuma youth

Telephone number 0791701913

Email address NkosingiphileM@gmail.com

#### **Additional information**

Your hobbies Playing soccer,reading books or magazine's

Salary you wish R5000 R per month