



# Olwethu Tokwe

Curriculum Vitae (CV)

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

To whom it may concern

I hereby wish to apply for a position in your company/ establishment

I am looking for any job available I have Grade 12, introductory in Entrepreneurship and Business Management and N4 certificate in Human Resources Management.

Currently I am working as retail associate at TFG.

I know I will be an assets to your company as I consider myself to be a hardworking, friendly, punctual and fast learner.

I enjoy challenges and tackle any task given to me with a natural flair for success.

I performed well under pressure and strive in meeting deadlines and complete task with perfection.

I relate well with others and I am always open to constructive criticism.

Enclosed, please find my curriculum vitae, outlining qualifications and abilities.

I trust that you will consider my application in a favorable light.

Yours faithfully

Olwethu Tokwe

Preferred occupation

Generals  
General jobs

Customer care agent  
Administrative jobs

Preferred work location

Port Elizabeth  
Eastern Cape

## Contacts and general information about me

Day of birth 1991-12-03 (34 years old)

Gender Female

|                      |   |
|----------------------|---|
| Residential location | Cape Flats<br>Western Cape  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

### Work experience

|                                    |                                |
|------------------------------------|--------------------------------|
| Working period                     | <b>nuo 2019.04 iki dabar</b>   |
| Company name                       | Jet TFG                        |
| You were working at:               | Shop assistants                |
| Occupation                         | Retail associate               |
| What you did at this job position? | Floor assistant                |
| Working period                     | <b>nuo 2017.03 iki 2018.04</b> |
| Company name                       | RMCS                           |
| You were working at:               | Sales person                   |
| Occupation                         | Sales                          |
| What you did at this job position? | Promotion for Cell C           |

### Education

|                           |                               |
|---------------------------|-------------------------------|
| Educational period        | <b>nuo 2013.12 iki dabar</b>  |
| Degree                    | Grade 12 / Matric             |
| Educational institution   | Masibambisana high school     |
| Educational qualification | Grade 12                      |
| Educational period        | <b>nuo 2015.07 iki dabar</b>  |
| Degree                    | Professional Qualification    |
| Educational institution   | Northlink College             |
| Educational qualification | Introductory business studies |
| Educational period        | <b>nuo 2016.07 iki dabar</b>  |
| Degree                    | Professional Qualification    |
| Educational institution   | Northlink college             |
| Educational qualification | N4 Human Resources management |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | good           | good                | good          |
| isiXhosa | very good      | very good           | good          |

### Computer knowledge

I did computer practice from N4 to N6 computer program, word, excel, Microsoft office

#### Additional information

|                          |                  |
|--------------------------|------------------|
| Driver licenses          | None             |
| Salary you wish          | 3500 R per month |
| How much do you earn now | 2800 R per month |