



# Seithathi Raula

Curriculum Vitae (CV)

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

Administrator

I have good communication skills

I have administrative Skills

I can multitask

I have experience in Microsoft ( word,excell, powerpoint)

I am willing to gain new experience

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Port Elizabeth  
Eastern Cape

## Contacts and general information about me

Day of birth                                      1994-03-08 (31 years old)

Gender                                              Female

Residential location                              Port Elizabeth  
Eastern Cape

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period                                      **nuo 2020.01 iki 2020.07**

Company name                                      Blunden Travel and Tours

You were working at:                              Learnership

Occupation                                              Administrator

What you did at this job position?      Making bookings for the clients

Working period	<b>nuo 2020.08 iki 2020.12</b>
Company name	Chumile holdings
You were working at:	Sales administartor
Occupation	Administrator
What you did at this job position?	Do invoicing and Quotations for the clients

### Education

Educational period	<b>nuo 2020.01 iki dabar</b>
Degree	Certificate
Educational institution	Port Elizabeth College Russell Campus
Educational qualification	N6 Tourism
I could work	Travel agent, hospitality and private companies

### Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	very good	fluent	very good

### Computer knowledge

I have Microsoft skill(word,excell,PowerPoint and Pastel)

### Conferences, seminars

I have first Aid medical certificate

### Recommendations

Contact person	Marlane blunden
Occupation	Department manager
Company	blunden Travel and Tours
Telephone number	084 514 8346
Email address	Sweetyraula@gmail.com

### Additional information

Your hobbies	Singing , reading and swimming
Salary you wish	6500 R per month