



# Mxolisi Mbete

Curriculum Vitae (CV)

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

I embarked on full employment for a period of 5 years as a general worker under Kelly and Capacity recruitments[DSV].I further worked permanently as an Administration assistant involved in Query related activities at DSV for 5 years

I am hardworker who takes initiatives with tasks and pays attention to details.I am flexible ,teachable and eager to learn new skills from other. I am a team player and also discovered my passion for teaching,communicating and work together as a team.

I am punctual ,organized and patient person who can work very well under pressure. I am able to commence work as soon as I required to . I believe I posses the required skills to fulfil the requirements of this position

In my position as a Admistration assistant I was responsible for the Query communication of the business with clients

Thank you for affording me an opportunity to submit this application .I hope that my application will recieve your favourable consideration .For more information ,please do not hesitate to contact me or or the references within the CV

Preferred occupation	Generals General jobs
Preferred work location	Port Elizabeth Eastern Cape
	Johannesburg Gauteng
	Cape Town Western Cape
	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1981-04-18 (44 years old)
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Gender	Male
Residential location	Port Elizabeth 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 2009.11 iki 2020.09</b>
Company name	DSV Distribution
You were working at:	Operations Clerk
Occupation	Administration assistant
What you did at this job position?	Query Clerk

### Education

Educational period	<b>nuo 1996.01 iki 2000.12</b>
Educational institution	N/A
Educational qualification	Matric
I could work	I did Forklift driver's licence

### Languages

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

### Computer knowledge

My job as an Administration Assistant was more computer related for tracking and receiving and sending and replying on Emails

### Conferences, seminars

N/A

### Recommendations

Contact person	Andrew Burn
Occupation	Operation Manager
Company	DSV
Telephone number	0832331880
Email address	andrew.burn@za.dsv.com

Contact person	Warren Munnick
Occupation	Operation Manager
Company	DSV
Telephone number	0782874627
Email address	warren.munnick@za.dsv.co

Contact person	timmothy George
Occupation	Supervisor
Company	DSV
Telephone number	0415171182
Email address	timmothy.george@za.dsv.com

#### Additional information

Your hobbies	Watching and playing soccer games Reading
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	9200 R per month