



Mary Ngundia Mutombo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am applying for the post of Data captured , computer technician , Receptionist , housekeeper (hotel) , Pre and Primary school

I have worked for Tiveka lodge as receptionist making hotel reservation , conference booking and customer services for 1 year 2008

2 years of sales executive and customer services at Thabiso Technologies enterprise since 2009

4 years for thusomegatronics business enterprises as sales executive since 2010-2014 and as an technician in computer hardware , software installation, microsoft word , excel , power point –presentation , internet and email applications as well

I am a fast learner very much energetic risk taker team working and a problem solving .

Preferred occupation	Computer technician IT, computing jobs
	Teachers Teaching jobs
	Receptionists Hotel jobs
Preferred work location	Polokwane / Pietersburg Limpopo

Contacts and general information about me

Day of birth	1970-06-08 (53 years old)
Gender	Female
Residential location	Polokwane / Pietersburg Limpopo
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2020.10 iki 2021.04**
 Company name Caroline English medium Christian preschool
 You were working at: Teachers
 Occupation Grade R Teacher
 What you did at this job position? Teaching children from 3years to 5years

Working period **nuo 2017.01 iki 2019.08**
 Company name Playground Bahrain
 You were working at: Sales person
 Occupation supervisor
 What you did at this job position? supervising children at the playground , aftercare for them

Working period **nuo 2009.02 iki 2013.09**
 Company name Thusomegatronics
 You were working at: Computer technician
 Occupation sales and maintenance of computers
 What you did at this job position? Technical support, maintenance of Computers and laptops
 Computers and laptop Data Back-up and anti-Virus installation

Working period **nuo 2008.04 iki 2009.04**
 Company name Tiveka Lodge
 You were working at: Receptionists
 Occupation Sales and customer services , Rooms and conference booking
 What you did at this job position? □ Administrator (Receptionist) □ Sales and customer services ,
 Rooms and conference booking

Education

Educational period **nuo 1998.10 iki 1989.04**
 Degree Grade 12 / Matric
 Educational institution DRC
 Educational qualification senior Certificate
 I could work No work

Educational period **nuo 2005 iki 2009**
 Degree Certificate
 Educational institution MSC College
 Educational qualification computer technician, A+ Certificate , N+ Certificate
 I could work worked at Thabiso Technology company (computer technician)

Educational period	nuo 2015 iki 2016
Degree	Diploma
Educational institution	Asian college of india
Educational qualification	diploma in Pre and Primary Teaching
I could work	Worked at Naseem school Bahrain (Assistant Teacher)

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	very good
French	fluent	fluent	very good
Sepedi	very good	very good	very good

Computer knowledge

computer technician, A+ Certificate

: Network technician, N+ Certificate

: Microsoft certified IT Professional

-Use of windows operating system

-Microsoft word

-Microsoft excel

- Power point presentation

-Internet and email operating

-Computer hardware and software support

- Server 8 active directory and configuration

Conferences, seminars

N/A

Additional information

Your hobbies	Sport (Zumba , yoga , running) Reading and Movies
Driver licenses	B Light Vehicle ≤ 3,500kg, EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	2014-00-00 (10 years)
Salary you wish	R 8500 R per month
How much do you earn now	N/A R per month