



Thulisile Thabethe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am goal driven,hard working,i take intuitive and i am willing to learn and grow with in the company. I am able to take instructions from others and i am a team player.

Preferred occupation	Receptionist Administrative jobs
	Data capturers Administrative jobs
Preferred work location	Johannesburg Gauteng
	Ermelo Mpumalanga

Contacts and general information about me

Day of birth	1994-06-23 (31 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2019.08 iki 2021.02
Company name	Devashni Govender Attorneys Inc.
You were working at:	Lawyers
Occupation	Admin/PA
What you did at this job position?	I was the office supporter i took all administrative,receptionist and PA responsibilities.

Education

Educational period	nuo 2000.01 iki 2013.08
Degree	Grade 12 / Matric
Educational institution	SsbVuleka
Educational qualification	Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Computer litrate, proficient in microsoft word , Microsoft excel and outlook.

Conferences, seminars

I have experience in conference and seminars as i have worked in an events company where i was part of the conference and seminars organisers.

Recommendations

Contact person	Cythia
Occupation	Secretary
Company	Devashni Govender Attorneys Inc
Telephone number	060 491 0141

Additional information

Your hobbies	Reading, spend time with my kids and cooking.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2021-04-00 (4 years)
Salary you wish	8000 R per month
How much do you earn now	8000 R per month