

# **Mthobisi Magnificent Mncube**

## Curriculum Vitae (CV)

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

I am looking for Administrative or General jobs.

I have ability to work independently and underpressure.

I have ability to work systematic, accurate data capturing skills and compiling reports.

I am always willing to work overtime and maintain confidentiality.

Good written and verbal communication skills.

## Computer literacy skills (Microsoft Word, Excel, Access and Internet)

Preferred occupation      Generals  
General jobs

## Administrators

Preferred work location Rustenburg  
North West

## **Contacts and general information about me**

Day of birth 1997-10-03 (28 years old)

Residential location Rustenburg  
North West

**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 2019.12 iki 2021.08**

Company name Majuba TVET College

You were working at: Administrators

Occupation Admin trainee

What you did at this job position? Assisting in every department within the administration, finance, stock and asset, data capture, reprographics, NSFAS, student affairs and reception

**Education**

Educational period	<b>nuo 2018.01 iki 2019.06</b>
Degree	Diploma
Educational institution	Majuba TVET College
Educational qualification	Financial Management
I could work	Administration and Finance

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiZulu	fluent	fluent	fluent
English	very good	very good	very good

**Computer knowledge**

Microsoft Word  
 Excel  
 Power point  
 Outlook  
 Access and internet

**Recommendations**

Contact person	Mr N Shoyisa
Occupation	High School Teacher
Company	Tidimane secondary school
Telephone number	072 438 7454
Email address	ndumisoshoyisa@gmail.com
Contact person	Ms PB Dube
Occupation	Senior admin clerk-NSFAS
Company	Majuba TVET College IT & Business campus
Telephone number	0720210834
Email address	dubephatho@gmail.com

**Additional information**

Your hobbies	Soccer Reading
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	3800 R per month