



# Tsakane Virginia Mathebula

Curriculum Vitae (CV)

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

I m Virginia Mathebula , iam working as a site clerk on the contraction company dealing with payroll , data capturing , requesition for all staff and material ,managing the site cards garage all the expenses for the company also dealing with payslips for employees. ive got +- 8 years in contractions

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Phalaborwa Limpopo

## Contacts and general information about me

Day of birth	1974-03-31 (51 years old)
Gender	Male
Residential location	Phalaborwa Limpopo
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.04 iki 2018.10</b>
Company name	QUALITY PLANT HIRE CIVIL & BUILDING
You were working at:	Debotors clerk
What you did at this job position?	I WAS AN ADMIN CLERK I MANAGE ALL COMPANY'S AFFAIRS, EXPENSES, PAYROLL PAYSLEPS, DATA CAPTURING

## Education

Educational period	<b>nuo 2019.03 iki 2022.03</b>
Degree	Certificate
Educational institution	MOPANY SOUTH EFFT COLLEGE
Educational qualification	MARKETING MANAGEMENT AND OFFICE PRACTICE
I could work	ADMIN CLECK AND RECEPTIONST

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	good
Afrikaans	good	very good	good
Sepedi	very good	very good	basic

**Computer knowledge**

OS. WINDOWS, OS SOFTWARE, MICROSOFT OFFICE

**Recommendations**

Contact person M R SELEKE MANGENA  
 Occupation MANAGER  
 Company QUALITY PLAT HIRE  
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 Email address tsakane.molokoholdings@gmail.com

Contact person RUTH MYEZA  
 Occupation MANAGER  
 Company DOT AFRICA CIVIL  
 Telephone number 073 392 6826  
 Email address ruth.molokoholdings@gmail.com

**Additional information**

Your hobbies I LIKE READING AND WATCHING MOVIES  
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2019-09-00 (6 years)  
 Salary you wish R 9000 R per month  
 How much do you earn now R 7000 R per month