

Sibongakonke Nozipho Mthembu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hai I'm a hard working lady who is looking for administrative jobs or general worker I have a 2 years experience in administration industry I'm willing to go extra miles with company.

Preferred occupation Administrators

Administrative jobs

Generals
General jobs

Preferred work location Durban City

KwaZulu-Natal

Contacts and general information about me

Day of birth 1993-06-03 (32 years old)

Gender Female

Residential location Durban City

KwaZulu-Natal

Telephone number Information is available only for registered users.

<u>Sign in</u>

Sign in

Work experience

Working period nuo 2019.01 iki 2020.11

Company name khulangolwazi primary school

You were working at: Administrators

Occupation clerk

What you did at this job position? •Data capturing, filling, taking minutes, •Develop and maintain

a filling system •Scanning documents, emailing documents

Plan meeting and take detail minutes

Working period nuo 2021.01 iki 2022.12

Company name thekwini tvet ollege

You were working at: Administrators

Occupation admin assistant

What you did at this job position?

[] Handling administrative requests and queries from senior

managers [] Write and distribute email, correspondence memos, letters, faxes and forms [] Assist in the preparation of regularly scheduled reports [] Develop and maintain a filling system [] Update and maintain office policies and procedures []

Provide general support to visitors

Education

Educational period **nuo 2018.01 iki 2019.12**

Degree Certificate

Educational institution thekwini tvet college
Educational qualification n6 public management

I could work administration, clerk, switch board operator, data capture.

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|----------------------------|---------------|
| English | very good | very good | very good |
| isiZulu | very good | very good | very good |

Computer knowledge

• Proficiency in MS OFFICE (MS Excel, MS PowerPoint, MS word, and Outlook in particular)

Recommendations

Contact person Ms. R Narain
Occupation supervisor

Company thekwini tvet colllege

Telephone number 031 250 8200

Contact person mr mathenjwa

Occupation principal

Company khulangolwazi primary school

Telephone number 076 8373 709

Additional information

Driver licenses None

Salary you wish 5000 R per month How much do you earn now 4500 R per month