



# Siphiwe Inocentia Nomatye

Curriculum Vitae (CV)

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

I am looking for a job that will allow me to gain knowledge and showcase my skills and experiences. I am a computer literate with alot of knowledge in Microsoft Word and a little bit of Excel. I am a hard worker and a fast learner,I am also willing to volunteer just to gain more experience especially in the Administration side. I am very good with people,I have three years experience in the retail industry assisting customers at the paypoint. I believe with my experience I can learn more and enhance the skills I have.

### Preferred occupation

**Housekeeper**

Hotel jobs

**Receptionists**

Hotel jobs

**Cashiers**

Retail, store jobs

**Shop assistants**

Retail, store jobs

**Administrators**

Administrative jobs

**Secretaries**

Administrative jobs

**Customer care agent**

Administrative jobs

**Receptionist**

Administrative jobs

**Front Desk Agent**

Administrative jobs

**Data capturers**

Administrative jobs

**Generals**

General jobs

**Jobs abroad**

Jobs abroad

### Preferred work location

**Mbombela / Nelspruit**

Mpumalanga

Mahikeng / Mafikeng  
North West

Potchefstroom  
North West

Rustenburg  
North West

Klerksdorp  
North West

Durban City  
KwaZulu-Natal

South Coast (Ugu)  
KwaZulu-Natal

Phalaborwa  
Limpopo

Lephalale / Ellisras  
Limpopo

Bloemfontein  
Free State

Harrismith  
Free State

Frankfort  
Free State

Ladybrand  
Free State

Sasolburg  
Free State

Clocolan  
Free State

#### Contacts and general information about me

|                  |   |
|------------------|---|
| Day of birth     | 1991-10-18 (32 years old)   |
| Gender           | Male  |
| Telephone number | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address    | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

#### Work experience

|                                    |                                     |
|------------------------------------|-------------------------------------|
| Working period                     | <b>nuo 2022.04 iki 2022</b>         |
| Company name                       | Mamello Secondary School            |
| You were working at:               | Administrators                      |
| Occupation                         | Intern                              |
| What you did at this job position? | Customer service and data capturing |

Working period **nuo 2022.03 iki 2022.04**  
 Company name Statistics South Africa Census  
 You were working at: Online data processor  
 Occupation Supervisor  
 What you did at this job position? Data collection

Working period **nuo 2021.05 iki 2022.03**  
 Company name Puleletso Security and Project  
 You were working at: Administrators  
 Occupation Intern  
 What you did at this job position? Data capturing and filing and customer service

### Education

Educational period **nuo 2005.01 iki 2009.11**  
 Degree Grade 12 / Matric  
 Educational institution Edmund Rice School  
 Educational qualification National certificate  
 I could work General work

Educational period **nuo 2019.01 iki 2020.01**  
 Degree Certificate  
 Educational institution Goldfields TVET College  
 Educational qualification National certificate  
 I could work Construction work

### Languages

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| Sesotho   | fluent         | very good           | very good     |
| English   | good           | very good           | very good     |
| Afrikaans | basic          | basic               | good          |

### Computer knowledge

Microsoft office Outlook, Word and Excel

### Recommendations

Contact person Kenneth Selesho  
 Occupation Fieldwork Operations Officer  
 Company Statistics South Africa

|                |                                |
|----------------|--------------------------------|
| Contact person | Jeffrey Kegoriloe              |
| Occupation     | Human Resources Department     |
| Company        | Puleletso Security and Project |

#### **Additional information**

|                          |   |
|--------------------------|---|
| Your hobbies             | Working with people, Typing, listening to music |
| Driver licenses          | None  |
| Salary you wish          | R4500 R per month                               |
| How much do you earn now | R2000 R per month                               |