



Thembile Ndimande

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a young energetic, passionate and hardworking lady who worked as an Administration assistance at mfingose primary school and graduated for certificate in Reception at Boston city Campus I would like to apply receptionist job advertised. I believe I have all the skills that are needed for this position

Preferred occupation	Receptionist Administrative jobs
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Contacts and general information about me

Day of birth	1997-09-24 (28 years old)
Gender	Female
Residential location	Bela-Bela / Warmbad Limpopo
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 2021.11 iki 2022.08
Company name	Mfingose primary school
You were working at:	Administrators
Occupation	Administration assistance
What you did at this job position?	Welcoming and directing visitors, making copies, working with SASAM, typing using msword and msExcell
Working period	nuo 2020.12 iki 2021.04
Company name	Mfingose primary school
You were working at:	Teachers
Occupation	Education assistant
What you did at this job position?	Marking a register, marking, preparing classroom before lesson take place and more

Education

Educational period	nuo 2021.06 iki 2022.08
Degree	Certificate
Educational institution	Boston city Campus
Educational qualification	Certificate in reception

Educational period	nuo 2019.06 iki 2020.06
Degree	Certificate
Educational institution	University of South Africa
Educational qualification	Higher certificate in law

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	very good	very good	very good

Recommendations

Contact person	Mr ND Mabuyakhulu
Occupation	Principal
Company	Mfingose primary school
Telephone number	0764615056
Email address	digma4mangotho@gmail.com

Additional information

Driver licenses	None
Salary you wish	12 000 R per month
How much do you earn now	4000 R per month