



# Phumzile N Mthembu

Curriculum Vitae (CV)

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

I'm looking for a job of admin and Office support. I have sufficient experience on it, for more than seven years. I have bachelor's degree in Supply chain management. So even procurement Administrator, logistics, purchase clerk and supply chain clerk. I'm flexible, fast learner and energetic. I'm responsible, problem solver. I have good communication skills in verbal and writing. I always pay attention to details and deadline.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Middelburg Mpumalanga

## Contacts and general information about me

Day of birth	1985-08-19 (40 years old)
Gender	Female
Residential location	Ogies / Phola Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2011.06 iki 2019.12</b>
Company name	Kwangwanasi Construction
You were working at:	Construction manager
Occupation	Office administration
What you did at this job position?	Doing invoices and quotations, signed proof of delivery when work has done to property manager. Doing time sheet of employees. ensure company vehicles are licensed in time. Attend briefing on behalf of director. manage diary manager. answering calls. Do follow up with emails and phone calls

## Education

Educational period	<b>nuo 2019.01 iki 2021.11</b>
Degree	Degree
Educational institution	Mancosa
Educational qualification	Bachelor's degree in Supply chain management
I could work	Yes

#### Languages

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

#### Computer knowledge

Computer literacy certificate

Advanced

#### Additional information

Your hobbies	Reading and writing
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2011-09-00 (14 years)
Salary you wish	R12 000 to R 15 000 R per month
How much do you earn now	R8500 R per month