



# Thamsanqa Assegai

Curriculum Vitae (CV)

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

Anything that has to do with administrative support work as i have a lot of experience in procurement abd finance and receptionist.

I also have advanced technology skills.

I have a national senior certificate in marketing.

I graduated with a diploma in public management.

From 2019 to till date i have been an experiential learner at department of health in aliwal north hospital under wits health program which will end 30 September 2022

Preferred occupation	Data capturers
	Administrative jobs
	Administrators
	Administrative jobs
Preferred work location	Aliwal North
	Eastern Cape
	Bloemfontein
	Free State

## Contacts and general information about me

Day of birth	1993-10-19 (30 years old)
Gender	Male
Residential location	Aliwal North Eastern Cape
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 **nuo 2015.02 iki 2017.11**  
 Company name Lush internet cafe  
 You were working at: Technician  
 Occupation Help desk (oart time)  
 What you did at this job position? Helped customers by troubleshooting their technology. Printing,copying teaching them ms office programmes

Working period **nuo 2019.01 iki 2022.09**  
 Company name Aliwal north hospital  
 You were working at: Administrators  
 Occupation Procurement/finance/receptionist  
 What you did at this job position? 1.procurement. i helped with the buying of the goods for the hospital. At the finance department i helped by drawing up the budget.i also helped with the receptionist things at the hospital

### Education

Educational period **nuo 2015.01 iki 2017.12**  
 Degree Grade 12 / Matric  
 Educational institution Motheo tvet college  
 Educational qualification Marketing  
 I could work Marketing industry

Educational period **nuo 2018.07 iki 2019.12**  
 Degree Diploma  
 Educational institution Ikhala tvet college  
 Educational qualification Public management  
 I could work Supply chain 2 finance 3 administration 4 human resources

### Languages

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

### Computer knowledge

I have a very high skills of computer skills i know how to substitute ms office programs which are ms word ms excel and ms power point with WPS programs as the programmes can fail a substitute needs to take place as at the end of the day work needs to be done

### Conferences, seminars

I have attended few training which i got certificstes in communication skills and information technology

### Recommendations

Contact person	Lulama lepheane
Occupation	Owner
Company	Lush internet cafe
Telephone number	0735484457
Contact person	Sithabiso mbanjwa
Occupation	Mentor
Company	Aliwal north hospital
Telephone number	0606973747
Contact person	Khotso holomo
Occupation	Supervisor
Company	Aliwal north hospital
Telephone number	0820830081

### Additional information

Your hobbies	Studying information technology books Fixing technology gadgets
Driver licenses	None
Salary you wish	R12500 R per month
How much do you earn now	R3500 R per month