



Catherine Sweet Ngubane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for administration job where I can fully use my skills for the success of the company.

I'm a motivated person who is highly energetic, outgoing and detail- oriented. I can work with a team and I have ability to work under pressure and master new concepts and skills.

I have exceptional customer service skill, communication skill and computer skill (Microsoft word, Excel and PowerPoint)

Preferred occupation	Receptionist
	Administrative jobs
	Data capturers
	Administrative jobs
	Personal assistant
	Administrative jobs
Preferred work location	Rustenburg
	North West

Contacts and general information about me

Day of birth	1994-03-14 (30 years old)
Gender	Female
Residential location	Vryburg
	North West
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 Nqunde Secondary School

You were working at: Other jobs

Occupation Educator Assistant

What you did at this job position? Oversee learners in and out of classroom, Invigilating during examinations, provide support to the teachers such as typing, photocopying and record keeping. Distributing learning materials to learners, Compiling management file for submission.

Working period **nuo 2015.05 iki 2016.10**

Company name Department of Education and Sport Development

You were working at: Other jobs

Occupation Intern

What you did at this job position? Filing and record keeping, Monitoring E-mails on daily basis, Answering incoming and outgoing calls. Compiling monthly reports using Microsoft PowerPoint. Sourcing out quotations and preparing goods for purchase, Typing letters for the manager and taking minutes during meetings. Organise appointments and scheduling meetings for the manager. Capturing control forms via tracking system.

Education

Educational period **nuo 2012.11 iki 2014.06**

Degree Diploma

Educational institution Vuselela FET College

Educational qualification Management Assistant

I could work Receptionist, Administrator assistant, Secretary and Data Capture

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	good	very good	basic
English	very good	very good	very good
Setswana	very good	very good	very good

Computer knowledge

Microsoft Word : typing

Microsoft PowerPoint: presentation

Excel: Spreadsheet calculating

Conferences, seminars

Course : Breaking Barriers to entry into the public service.

Duration : 30 November 2015 until 04 December 2015

Company : Letsatsi

Course : New venture creation NQF4/ Business Management

Duration : 18 November 2019 to 13 December 2019

Company : National School of Government (NSG)

Recommendations

Contact person	Mr Sukazi M
Occupation	Teacher and Mentor
Company	Nqunde Secondary School
Telephone number	0763282184
Contact person	Mrs Matlhodi K.L
Occupation	Principal
Company	Nqunde Secondary School
Telephone number	0646538835
Contact person	Ms Sepato M
Occupation	Office administrator
Company	Department of Education and Sport Development
Telephone number	0784276789/ 0539280270
Email address	SepatoM@nwpg.gov.za

Additional information

Driver licenses	None
Salary you wish	8 000 R per month