



Siphosihle Mgwetyana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist, general assistance, hotel jobs and general worker.

I am young energetic, sociable, assertive, inquisitive and meticulous lady who is goal oriented person and will go out an extra mile to get the job done in a timely but efficient manner .I have grate hand-eye coodination and can learn new jobs quickly and build positive relationship with all colleagues at all levels .

Preferred occupation Switchboard operator
Administrative jobs

Preferred work location Johannesburg
Gauteng

Coffee Bay
Eastern Cape

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1991-02-21 (34 years old)

Gender Male

Residential location Umtata / Mthatha
Eastern Cape

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2018.02 iki 2021.12**

Company name Stanto trading

You were working at: Generals

Occupation General assistance

What you did at this job position? Answering phone calls and referring them to the appropriate personal, photocopying, scanning and cleaning offices

Working period **nuo 2016.11 iki 2018.01**

Company name UWP Consultant

You were working at: Receptionists

Occupation Receptionist

What you did at this job position? Attend calls and support customers efficiently. Monitoring accurate files to date and distributing mail and faxes. Receive telephone calls and handling customers issues or direct messages to appropriate personnel.

Education

Educational period **nuo 2019.01 iki 2021.12**

Degree Diploma

Educational institution Thekwini City College

Educational qualification Human Resources Management

I could work Yes

Educational period **nuo 2013.01 iki 2015.12**

Degree Certificate

Educational institution KSD FET COLLEGE

Educational qualification Tourism level 4

Languages

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

Computer knowledge

I am very good in all Microsoft programs , Microsoft Word,Excel, Power Point and Outlook.

Recommendations

Contact person Mr Ndo

Occupation Manager

Company Stanto trading

Telephone number 087 240 5362

Email address Stantotrading@gmail.com

Contact person Siphokazi Sogoni

Occupation Manager

Company UWP Consultant

Telephone number 078 356 1675

Email address Siphokazi2003@gmail.com

Additional information

Your hobbies	Playing games
Driver licenses	None
Salary you wish	R4000 R per month
How much do you earn now	R00 R per month