



# Ntombenhle Mthethwa

Curriculum Vitae (CV)

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

Administration clerk

To work in an environment which encourages me to succeed and grow professionally where i can utilize my skills and knowledge appropriately.

Preferred occupation Administrators  
Administrative jobs

Preferred work location Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth 1992-05-24 (33 years old)

Gender Female

Residential location Johannesburg  
Gauteng

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

Email address *Information is available only for registered users.*  
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## Work experience

Working period **nuo 2019.06 iki 2019.11**

Company name UNISA (FLORIDA CAMPUS)

You were working at: Dispatchers

Occupation Office Administrator

What you did at this job position? Printing student letters and sorting them

Working period **nuo 2021.06 iki 2021.11**

Company name ESIPHIVA COMBINE PRIMARY

You were working at: Administrators

Occupation Office administrator

What you did at this job position? Doing learners report, work with SA-SAMS

## Education

Educational period	<b>nuo 2005.01 iki 2009.12</b>
Degree	Grade 12 / Matric
Educational institution	MABHIDLA HIGH SCHOOL
Educational qualification	CERTIFICATE

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiZulu	fluent	fluent	fluent
English	very good	fluent	fluent
Sesotho	good	good	basic

**Computer knowledge**

Microsoft Outlook - Basics, Basics of Outlooks, Sending and Receiving Mails, Organizing and Managing Emails, Managing Contacts, Managing Calendar, Collaborating with Calendars.

**Recommendations**

Contact person	Mr SA Ntombela
Occupation	Principal
Company	Esiphiva Combined Primary
Telephone number	0832084730

**Additional information**

Your hobbies	I seek for challenging opportunities where I can fully use my skills for success of the company.
Driver licenses	None
Salary you wish	4500 R per month