



Phozisa Martiens

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administration clerk and receptionist work. I am computer literate, well organised young woman who is willing to try new opportunities and willing to work with diverse cultures. I am a responsible candidate who is attached to do her work willingly and when doing my job I focus and always prepare my work accordingly.

I am always willing to try new opportunities.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Victoria West Northern Cape

Contacts and general information about me

Day of birth	1992-03-15 (33 years old)
Gender	Female
Residential location	Colesberg Northern Cape
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 2017.11 iki 2018.11
Company name	Toverberg Guesthouse
You were working at:	Housekeeper
Occupation	Keeping the rooms clean for in coming guest or clients
What you did at this job position?	Working as a general worker

Working period	nuo 2023.05 iki 2023.09
Company name	Colesberg Primary School
You were working at:	Training
Occupation	Teacher's Assistant
What you did at this job position?	Helping the Class Teacher about checking homework and explain what the teacher taught in class, explain where they did not understand to an individual learner.

Education

Educational period	nuo 2013.01 iki 2015.12
Degree	Certificate
Educational institution	South Cape College
Educational qualification	National Vocational Certificate Level 4
I could work	As an admin assistant or receptionist

Languages

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

Computer knowledge

I am computer literate Microsoft office.

Recommendations

Contact person	Mr Ngondo
Occupation	Principal
Company	Colesberg Primary School
Contact person	Mr Jurie Vanwyk
Occupation	Manager/Owner
Company	Toverberg Guesthouse
Telephone number	0517530422

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2023-06-00 (2 years)
Salary you wish	5000 R per month
How much do you earn now	0.00 R per month