

# Thembelihle Sithebe

Curriculum Vitae (CV)

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

OFFICE ADMINISTRATOR / GENERAL WORK.

I AM WORKING AS THE RECRUITMENT CLERK NOW (CONTRACT)

Preferred work location      Secunda  
Mpumalanga

## Contacts and general information about me

Day of birth                      1988-12-13 (36 years old)

Gender                              Female

Residential location              Secunda  
Mpumalanga

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 2020.07 iki 2023.10**

Company name                      SIZWEPLACEMENTS (PTY) LTD

You were working at:              Administrators

Occupation                           Recruitment Clerk

What you did at this job position? Capturing and maintaining employee data, Creating jobs postings.

Working period                      **nuo 2019.01 iki 2020.08**

Company name                      NOMATIKI TRADING ENTERPRISE (PTY) LTD

You were working at:              Project manager

Occupation                           Secretary

What you did at this job position? Updating and maintaining the company website, do the quotation, check the invoices before doing the payments.

## Education

Educational period **nuo 2015.01 iki 2017.12**  
 Degree Certificate  
 Educational institution GERT SIBANDE TVET COLLEGE  
 Educational qualification OFFICE ADMINISTRATOR  
 I could work OFFICE CLERK, SECTETARY, PERSONNAL ASSIST,  
 RECTRUITMENT CLERK, GENERAL WORK

Educational period **nuo 2007.01 iki 2008.12**  
 Degree Diploma  
 Educational institution SCIENTIC COMPUTER BUSINESS BUREAU  
 Educational qualification DIPLOMA IN SECRETARIAL AND ADMINISTRATION  
 I could work OFFICE CLERK, SECTETARY, PERSONNAL ASSIST,  
 RECTRUITMENT CLERK, GENERAL WORK

### Languages

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

### Computer knowledge

POWERPOINT - PRESETATION  
 OUTLOOK - MAILS  
 MS EXCEL - SPREADSHEET  
 MS WORD - TYPING MEMO's, LETTER, MINUTES  
 MS OFFICE - COMPUTER THEORY AND FILE MANAGEMENT  
 BUSINESS DOCUMENTS - LAYOUT OF BASICBUSINESS DOCUMENTS  
 INTERNET - USE OF THE INTERNET

### Conferences, seminars

Choosing the right course at University or College.

16 June 2024, Youth day.

### Recommendations

Contact person Nathassja Smith  
 Occupation Operations Manager  
 Company Sizwe placements  
 Telephone number 017 200 1557 / 082 716 9059  
 Email address nathassja@sizweplacements.co.za

### Additional information

Your hobbies	Reading the books, Cooking, Cleaning , Writing the songs, Drawing, Photography, Podcasting
Driver licenses	EC1 Articulated Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2013-03-00 (12 years)
Salary you wish	20000 R per month
How much do you earn now	15000 R per month