

# 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 (37 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	<b>nuo 2020.07 iki 2023.10</b>
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	<b>nuo 2019.01 iki 2020.08</b>
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	<b>nuo 2015.01 iki 2017.12</b>
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	<b>nuo 2007.01 iki 2008.12</b>
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**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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