



# Maria Sphiwe Mtsweni

Curriculum Vitae (CV)

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

Am looking for receptionist job, my positive points are that i am hardworking, committed, responsible, loyal and determined person that is willing to make change. I am confident the skills i have gained in previous have prepared me for this opportunity.

Preferred occupation                      Receptionist  
   Administrative jobs

Preferred work location                      Embalenhle  
   Mpumalanga

## Contacts and general information about me

Day of birth                                      1990-07-23 (35 years old)

Gender    Female

Residential location                              Embalenhle  
   Mpumalanga

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 2018.01 iki 2019.12**

Company name                                      Auto Zone

You were working at:                              Receptionist

Occupation    General Administrator

What you did at this job position?      Filling, Photocopying, Scanning and Emailing

## Education

Educational period                                      **nuo 2005.01 iki 2011.12**

Degree    Grade 12 / Matric

Educational institution                              K.I Twala Secondary School

Educational qualification                              Matriculation

I could work    any where

## Languages

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

#### Computer knowledge

Microsoft office, Microsoft Word, Microsoft Excel, Microsoft Power point, Emailing, OS: Windows, Mac OS, Photoshop, Adobe Reader, Microsoft Outlook, Microsoft Teams, SAP Ariba, Discovery

#### Conferences, seminars

N/A

#### Recommendations

Contact person	Phindile Penelope Shoba
Occupation	Planner assistant under Electrical Building Maintenance {sasol}
Company	Mavutha Contractors Enterprise
Telephone number	0724653074
Email address	Phindileshoba1995@gmail.com

#### Additional information

Your hobbies	Reading, Research and socializing
Driver licenses	None
Salary you wish	10000 R per month