



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 (33 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.*
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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