



# Mpumelelo Mthimunye

Curriculum Vitae (CV)

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

Any job for now is fine, because I'm unemployed and I want to be a participant in our economy

|                         |   |
|-------------------------|---|
| Preferred occupation    | Waiters, waitresses<br>Restaurant, bar service jobs |
| Preferred work location | Witbank<br>Mpumalanga                               |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1998-01-15 (28 years old)   |
| Gender               | Female  |
| Residential location | Witbank<br>Mpumalanga   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2023.08 iki 2024.01</b>            |
| Company name                       | Quatra M, Corridor hills student resident |
| You were working at:               | Receptionist                              |
| Occupation                         | Training                                  |
| What you did at this job position? | Administration                            |

## Education

|                           |  |
|---------------------------|--|
| Educational period        | <b>nuo 2020.01 iki 2024.06</b>                   |
| Degree                    | Diploma  |
| Educational institution   | Tshwane University of Technology                 |
| Educational qualification | Diploma in Administration Information Management |
| I could work              | In cooperation with people                       |

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2005.02 iki 2018.12</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | Ziphakamisen Secondary School  |
| Educational qualification | National Senior Certificate    |
| I could work              | In cooperation with people     |

#### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | fluent              | fluent        |

#### Computer knowledge

offering versatile and office management skills proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality. Quick learner and interested in new systems and technologies that help contain high levels of customer satisfaction.

#### Recommendations

|                |                |
|----------------|----------------|
| Contact person | (064) 865-8992 |
| Occupation     | Management     |
| Company        | Quatra M       |

#### Additional information

|                          |                               |
|--------------------------|-------------------------------|
| Your hobbies             | Reading<br>Cooking<br>Selling |
| Driver licenses          | None                          |
| Salary you wish          | R5000 R per month             |
| How much do you earn now | R0 R per month                |