



# Unathi Jacobs

Curriculum Vitae (CV)

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

I need an administrative,human resource jobs permanent or internship and also general jobs. Hiring me will be the best decision ever because I am so good at what I do. Passion speaks for me because I am hard working and careers driven.

Preferred occupation

**Administrators**

Administrative jobs

**Generals**

General jobs

**HR intern**

Management, human resources jobs

**Receptionist**

Administrative jobs

**Data capturers**

Administrative jobs

**Filing clerk**

Administrative jobs

**Personal assistant**

Administrative jobs

Preferred work location

**Pretoria / Tshwane**

Gauteng

## Contacts and general information about me

Day of birth

1990-09-27 (35 years old)

Gender

Female

Residential location

**Pretoria / Tshwane**

Gauteng

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 2022.02 iki 2022.11**  
 Company name Maloney eye primary school  
 You were working at: Teachers  
 Occupation Teachers assistant  
 What you did at this job position? Assisting learners with homework and also doing admin work

Working period **nuo 2023.11 iki 2023.12**  
 Company name Black royalty coal mine  
 You were working at: HR intern  
 Occupation Hr intern  
 What you did at this job position? Working at with payroll, register, generating payslips, paperwork such as filling, capturing and more.

Working period **nuo 2023.10 iki 2024.03**  
 Company name Shoprite  
 You were working at: Cashiers  
 Occupation Cashier  
 What you did at this job position? Work on a till.

### Education

Educational period **nuo 2016.01 iki 2016.12**  
 Degree Grade 12 / Matric  
 Educational institution Hawuka high  
 Educational qualification Matric  
 I could work I can work harder as admin, Hr any office work

Educational period **nuo 2022.07 iki 2022.12**  
 Degree Certificate  
 Educational institution Unihigh college  
 Educational qualification Office admin  
 I could work I can do admin work

Educational period **nuo 2023.02 iki 2024.01**  
 Degree Certificate  
 Educational institution Boston College  
 Educational qualification Human resources  
 I could work I can do administrative work

### Languages

Language	Speaking level	Understanding level	Writing level
----------	----------------	---------------------	---------------

English

fluent

fluent

fluent

### Computer knowledge

I do have computer knowledge

### Conferences, seminars

I do have experience

### Recommendations

Contact person	Muxe
Occupation	Maintenance artisan
Company	Rcl foods
Telephone number	0732700553
Email address	mr.manganyi93@gmail.com

### Additional information

Your hobbies	I love reading.
Driver licenses	None
Salary you wish	R12500 R per month
How much do you earn now	R0 R per month