



Thembekile Tyron Bobotyana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

General worker position and stores position. I am committed to do my work right first time, able to perform my duties within a reasonable time compared to time studies and also meet my daily target. I am a flexible person, prepared to work under pressure. I am prepared and willing to work shifts, overtime, on weekends and on holidays. I am a fast learner and open to learning new skills, punctual, obedient e dependable. I have good hand-eye coordination, a good understanding of safety rules and regulations and can follow them easily. As I am a highly observant person with a passion and understanding for the needs of clients, I am excited at serving your team.

My other skills include bookkeeping (cashbook to trial balance), reconciliations (debtors, creditors and bank), computer literate-intermediate (Word and Excel), aptitude for figures, detail oriented, sense of urgency and accuracy.

I am an ambitious, goal-driven person who is intelligent, diligent and hardworking who loves challenges and willing to learn new things everyday

Preferred occupation	General worker cleaner receiving assistant re Hotel jobs
Preferred work location	East London Eastern Cape

Contacts and general information about me

Day of birth	1972-02-16 (53 years old)
Gender	Male
Residential location	East London Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2000.09 iki 2010.11
Company name	Mercedes Benz South Africa
You were working at:	Automotoive machinist
Occupation	General production line operator and dispatch assistant
What you did at this job position?	1. Operated and maintained production line equipment in accordance with safety and quality guidelines to ensure efficient assemble and packaging of products.
Working period	nuo 2019.07 iki 2020.11
Company name	Lear Corporation Pty Ltd
You were working at:	Assembler
Occupation	General labourer and dispatch operative
What you did at this job position?	I worked on the assembly line and removal of Mercedes Benz C-class seats. I also handled the dispatch section for completed seats.
Working period	nuo 2016.04 iki 2018.12
Company name	Department of Basic Education - Eastern Cape Province
You were working at:	Operations Clerk
Occupation	Examination Assistant (Invigilator)
What you did at this job position?	1. Responsible for overseeing the examination process and ensuring that it runs smoothly. 2. Preventing any irregularities and making sure all necessary procedures are followed. 3. Preventing candidates to write subjects not registered for. 4. Complying with the rules and regulations of the National Senior Certificate (NSC) examination.

Education

Educational period	nuo 2015.02 iki 2017.11
Degree	Diploma
Educational institution	Walter Sisulu University
Educational qualification	National Diploma in Internal Auditing
I could work	Yes. Completed and graduated.
Educational period	nuo 2012.02 iki 2013.11
Degree	Certificate
Educational institution	Walter Sisulu University
Educational qualification	National Higher Certificate in Accountancy
I could work	Yes. Completed

Educational period	nuo 1995.01 iki 1995.11
Degree	Certificate
Educational institution	Institute of Administration and Commerce of Southern Africa (IAC)
Educational qualification	Preliminary Certificate in Accountancy
I could work	Yes. Completed

Educational period	nuo 1986.01 iki 1999.11
Degree	Grade 12 / Matric
Educational institution	Khulani Commercial High School
Educational qualification	Matric Certificate
I could work	Yes. Completed

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	very good	very good	very good
Afrikaans	basic	basic	good

Computer knowledge

Microsoft Office (Word, Excel, PowerPoint - intermediate)

Recommendations

Contact person	Ms Nontsikelelo Gwantshu
Occupation	Recruitment Consultant
Company	AdcorpBlu
Telephone number	043 422 0401 and 043 735 4859
Email address	nontsikelelo.gwantshu@adcorp.com
Contact person	Mr Lungs Leonard Mahlanyana
Occupation	Team Manager
Company	Mercedes Benz South Africa
Telephone number	043 706 2291 or 073 788 0356
Email address	lilmahlanyana@gmail.com

Additional information

Your hobbies	Reading books, road running, watching television, listening to music
Driver licenses	None
Salary you wish	R6000 R per month

How much do you earn now

Nil - unemployed graduate R per month