



Innocetia Buhle Mthembu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

[Mister sweets company]

Where I am a general worker for 5 years and I even gain an experience in administration

1. Effective prioritization and task management
2. Excellent written and verbal communication
3. Strong team player with a collaborative mindset
4. Continuous learner, seeking opportunities for growth and development

Why I'm a great fit:

I am confident that my skills, experience, and positive attitude make me an ideal candidate for this Administrative Assistant role. I am excited about the opportunity to contribute to the success of your organization.

Contacts and general information about me

Day of birth	1994-09-15 (31 years old)
Gender	Female
Telephone number	<i>Information is available only for registered users.</i> Sign in
Office administrator:	<i>Information is available only for registered users.</i> Sign in
I am seeking an Administrative Assistant position in a dynamic and growth-oriented organization	where I can utilize my skills and experience to provide exceptional support to the team

Additional information

Salary you wish	10000 R per month
Professional Skills:	How much do you earn now

1. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
2. Excellent communication, organizational, and time management skills
3. Strong attention to detail and problem-solving abilities
4. Familiarity with office management software and databases

Personal Qualities:

1. Proactive and adaptable with a positive attitude
2. Strong work ethic and commitment to meeting deadlines
3. Excellent interpersonal and customer service skills
4. Ability to maintain confidentiality and handle sensitive information

*Education *

Grade 12

* computer literacy Certificate

*data entry Certificate