



Thembisile Luyanda Matshika

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist position or Administration position.

I'm looking for this job because I know I'm going to do best in it and I'm qualified for these positions I've already mentioned.

Contacts and general information about me

Day of birth	1989-03-17 (36 years old)
Gender	Female
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 2022.10 iki 2023.03
Company name	Otsurance company
You were working at:	Sales agent
Occupation	Sales agent
What you did at this job position?	Recruiting clients to join otsurance policy
Working period	nuo 2018.01 iki 2018.12
Company name	Vezikgono Secondary School
You were working at:	Receptionists
Occupation	Reception
What you did at this job position?	Filling, typing, S-A Sams, preparation meetings
Working period	nuo 2021.08 iki 2022.09
Company name	Hlonipha Secondary School
You were working at:	Receptionists
Occupation	Admin Clerk
What you did at this job position?	Filling, typing, photography, S-A Sams etc

Education

Educational period	nuo 2015.01 iki 2017.12
Degree	Certificate
Educational institution	Nkangala tvet College
Educational qualification	Office Administration
I could work	I could work under pressure

Educational period	nuo 2019.01 iki 2021.06
Degree	Diploma
Educational institution	Nkangala tvet College
Educational qualification	Management Assistant
I could work	Under pressure

Languages

Language	Speaking level	Understanding level	Writing level
isiNdebele	fluent	very good	fluent
English	fluent	fluent	fluent

Computer knowledge

Microsoft office 2010

- . Microsoft Word
- .Microsoft Excel
- . Microsoft PowerPoint etc.

Conferences, seminars

None

Recommendations

Contact person	Andile Hlophe
Occupation	Regional Manager
Company	Outsurance
Telephone number	0835286650

Additional information

Your hobbies	Reading, gyming and watching TV.
Driver licenses	None
Salary you wish	12000 R per month
How much do you earn now	0.00 R per month