



Simthandile Matrose

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office Administrator

Strong Communication Skills

Problem-Solving Ability

Attention to Detail

Positive Attitude

Time Management

Team worker

Preferred occupation

Generals
General jobs

Preferred work location

Cape Town
Western Cape

Contacts and general information about me

Day of birth

1994-04-01 (31 years old)

Gender

Female

Residential location

Northern Suburbs
Western Cape

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

Information is available only for registered users.
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Work experience

Working period

nuo 2022.01 iki 2024.06

Company name

Mapeshoane Internet Café

You were working at:

Administrators

Occupation

Store Assistant

What you did at this job position?

Provided front-line customer service and operational support in a busy internet café environment, ensuring smooth daily operations, technical assistance, and a welcoming atmosphere for diverse customers. Managed computer usage, handled transactions, and maintained equipment to deliver reliable internet access, printing, and related services

Education

Educational period	nuo 2020.01 iki 2022.12
Degree	Diploma
Educational institution	Ikhala TVET College
Educational qualification	NQF Level 6

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	very good	very good	very good
Sesotho	very good	very good	very good
isiZulu	good	good	good

Computer knowledge

Microsoft Office Advance

Conferences, seminars

N/A

Recommendations

Contact person	Mr Mapeshoane
Occupation	Manager
Company	Mapeshoane Internet Café
Telephone number	083 398 5498
Email address	zanevisagie@gmail.com
Contact person	Zane Visagie
Occupation	Supervisor
Company	Mapeshoane Internet Café
Telephone number	0738825638
Email address	zanevisagie@gmail.com

Additional information

Your hobbies	Fitness training DIY projects Volunteering (Cleaning community) Reading Books
Driver licenses	None
Salary you wish	9500 R per month
How much do you earn now	7600 R per month