



# Khethiwe Lucia Mtshali

Curriculum Vitae (CV)

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

I am looking for administrative jobs, technical support in logistics, government, construction, or mining.

Highly organized with strong attention to detail

Excellent time management and ability to meet deadlines

Strong written and verbal communication skills

Confident in handling emails, phone calls, and correspondence

Accurate data capturing and record-keeping skills

Efficient document management (digital and physical filing)

Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint)

Ability to schedule meetings, manage calendars, and coordinate diaries

Professional customer service and front-office support

Ability to work independently and as part of a team

Reliable, punctual, and able to handle confidential information responsibly

Fast learner with a positive attitude and willingness to grow

Good problem-solving skills and ability to multitask

Adaptable in fast-paced office environments

Preferred occupation

Administrators  
Administrative jobs

Government jobs  
Government jobs

### Contacts and general information about me

Day of birth

2000-07-19 (25 years old)

Gender

Female

Residential location

Johannesburg  
Gauteng

Telephone number

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

Email address

*Information is available only for registered users.*  
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### Additional information

Salary you wish

18000 R per month