



# Masentle Ntsube

Curriculum Vitae (CV)

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

I am looking for a field that will expand my skills and with that I will be an asset for the company.

I believe in team work more, so their is no I in workforce

I am keen on learning new skills and growing within the company

I believe patients is virtue when it comes to clients and employees

I am a hard worker and when needed i do avail myself in crisis

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Secunda  
Mpumalanga

## Contacts and general information about me

Day of birth                                      1988-03-14 (37 years old)

Gender    Female

Residential location                              Secunda  
Mpumalanga

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 2011.02 iki 2017**

Company name                                      Tinbarcc

You were working at:                              Administrators

Occupation    Admin.Officer

What you did at this job position?      Sort out payslips,admin/clerical duties,typing out contracts  
,drafting letters,helping with gathering audit  
documents,assisting with timesheet and payroll,stationary

## Education

Educational period                      **nuo 2007.01 iki 2010.12**

Degree                                      Diploma

Educational institution                Gert Sibande FET College Evander Campus

Educational qualification             Diploma in Financial Management

I could work                              in marketing or advertising, Payroll department

### Languages

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English   | fluent         | fluent              | fluent        |
| isiZulu   | basic          | good                | do not know   |
| Sesotho   | basic          | good                | do not know   |
| Afrikaans | basic          | basic               | basic         |

### Computer knowledge

Excel

Microsoft word

Microsoft Office

Adobe

### Additional information

Your hobbies                              Writing poetry  
Watching Soccer, Cricket  
Movies  
music  
reciting  
walking  
Reading

Driver licenses                            C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from                      2013-00-00 (13 years)

Salary you wish                           13000 R per month

How much do you earn now            10000 R per month