



Sithembile Mthethwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an Administration Clerk position. I work well independently and in a team. I like an environment where I interact with client, listen and solve their queries.

I am always dedicated to my work and always willing to go an extra mile to achieve positive results. I am not afraid of challenges as they help me grow in my career.

I am looking for a job with challenges and where I will grow career Wise.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | Embalenhle Mpumalanga |

Contacts and general information about me

| | |
|----------------------|--|
| Day of birth | 1988-12-28 (37 years old) |
| Gender | Female |
| Residential location | Durban City KwaZulu-Natal |
| Telephone number | Information is available only for registered users. Sign in |
| Email address | Information is available only for registered users. Sign in |

Work experience

| | |
|------------------------------------|---|
| Working period | nuo 2010.02 iki 2011.03 |
| Company name | Nseleni Community Health Centre |
| You were working at: | Administrators |
| Occupation | Supply Chain Clerk |
| What you did at this job position? | Order and Dispatch stock to relevant departments, prepare bid evaluation points to companies who have applied for tenders. Capture the Bid Evaluation minutes to the Database |

Working period **nuo 2014.01 iki 2015.05**

Company name Vuza Fleet Management Solutions

You were working at: Administrators

Occupation Administration Clerk

What you did at this job position? Book vehicles for repairs, compile quotations, load invoices with wesbank , Bill clients , File all clients invoices accordingly, Handle petty cash.

Working period **nuo 2015.05 iki 2017.10**

Company name Cartrack

You were working at: Administrators

Occupation Admin Scheduler

What you did at this job position? Manage technicians, Handle client queries, sales Admin, ensure that daily scheduled clients are fitted. Contact clients to book appointments, Escalate clients queries to Management . Transfer clients to relevant departments according to client's needs.

Education

Educational period **nuo 2007.06 iki 2009.12**

Degree Certificate

Educational institution UMfolozi College (Richtek Campus)

Educational qualification N6 Business Management

I could work I could work as a Safety Officer as I was trained by the company I am working for. I like an environment where I can interact with clients in a professional level. I am a well equipped Admin Clerk.

Languages

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

Computer knowledge

I am experienced in Computer skills as my duties requires me to use Excel, Word, Outlook.

Recommendations

Contact person Jenny Pentolfe
 Occupation Acting Branch Manager
 Company Cartrack Richardsbay
 Telephone number 0357896987
 Email address Jenny.pentolfe@cartrack.com

Contact person Deven Moodley
 Occupation Sales Person and Colleague
 Company Cartrack Durban
 Telephone number 0605592222
 Email address Deven.moodley@cartrack.com

Contact person Renata Singh
 Occupation Supervisor
 Company Cartrack
 Telephone number 0311400011
 Email address Renata.singh@cartrack.com

Contact person Desire
 Occupation HR Manager
 Company Vuza Fleet Management
 Telephone number 0333460921
 Email address desire.moodley@vuza.co.za

Additional information

Your hobbies I love reading and socialising. I cook and watch tv during spare time. I spent most time working and equipping my self with new things career Wise.

Driver licenses None

Salary you wish 8000 R per month

How much do you earn now 6200 R per month