



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)

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

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