



# Sharon Tlakale Thobadi

Curriculum Vitae (CV)

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

I am looking for position as an Office assistant/Data capture/Receptionists.

I have experience in data capturing, answering telephone, invoicing, filing.

I have good communication skills and computer skills. I am eager to learn new things and grow.

Preferred occupation                      Data capturers  
Administrative jobs

Receptionist  
Administrative jobs

Preferred work location                  Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth                                      1983-03-20 (42 years old)

Gender    Female

Residential location                          Sedibeng  
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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## Work experience

Working period                                **nuo 2008.07 iki 2019.02**

Company name                                Cleaning Specialists

You were working at:                        Other jobs

Occupation                                      Office assistant

What you did at this job position?      Answering telephones, bookings, telesales, invoicing, debtors, filing, scanning, fax, quotes and emails

## Education

Educational period	<b>nuo 2001.01 iki 2002.06</b>
Degree	Certificate
Educational institution	Gert Sibande College
Educational qualification	National N6 Certificate
I could work	as a Sales person, data capture

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good

**Computer knowledge**

Microsoft Word, Excel, Powerpoint, email  
Pastel, Sage One Accounting

**Recommendations**

Contact person	Wilna Hulley
Occupation	Office Manager
Company	Cleaning Specialists
Telephone number	011 886 9065
Email address	cleaningspec@polka.co.za

**Additional information**

Your hobbies	Reading, playing soccer, watching TV
Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	6100 R per month