



# Pheleka Mtembu

Curriculum Vitae (CV)

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

Admin, Data Capturing,Shop Assistant jobs

Preferred occupation	Data capturers Administrative jobs
	Shop assistants Retail, store jobs
	Receptionists Hotel jobs
Preferred work location	East London Eastern Cape
	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1992-01-01 (34 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.11 iki 2016.02</b>
Company name	Truworts
You were working at:	Cashiers
Working period	<b>nuo 2017.06 iki 2018.06</b>
Company name	SC TheInbox
You were working at:	Shop assistants
Occupation	Faxing, Printing, Telephone calls, helping customers with internet access

## Education

Educational period	<b>nuo 2017.01 iki 2017.11</b>
Degree	Certificate
Educational institution	Abongile Computer Training
Educational qualification	Advanced Computer Course
I could work	As a Data capture, Administrator, Receptionist

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiXhosa	fluent	fluent	fluent
English	very good	very good	very good

### **Computer knowledge**

Microsoft Office, Internet and e-mail

### **Additional information**

Salary you wish	3000 R per month
How much do you earn now	0000 R per month