



# Lona Methusi

Curriculum Vitae (CV)

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

Typing skills, communication skills , data capturing, I'm also a fast learner , easy to adapt to new environment , I'm good at retail job, also have farming skills.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Grahamstown Eastern Cape

## Contacts and general information about me

Day of birth	1987-04-16 (38 years old)
Gender	Female
Residential location	Butterworth Eastern Cape
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.02 iki 2018.04</b>
Company name	Identity stores
You were working at:	Cashiers
Occupation	Weekly service desk assistant
What you did at this job position?	Cashier,open new accounts,office work,data capturing
Working period	<b>nuo 2013.02 iki 2015.02</b>
Company name	Motheo construction
You were working at:	Administrators
Occupation	Admin assistant
What you did at this job position?	Data capturing,holding meetings,order builders material,monthly reports

## Education

Educational period	<b>nuo 2017.01 iki 2019.09</b>
Degree	Diploma
Educational institution	King Hintsa TVET
Educational qualification	Farming management
I could work	In a farm, Department of agriculture

**Languages**

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent

**Computer knowledge**

I'm able to type,send and receive emails, PowerPoint presentation,Microsoft work,Microsoft access,Microsoft Excel,data capturing

**Recommendations**

Contact person	Mrs N Ntsimango
Occupation	Teacher
Company	Ngubethole bum school
Telephone number	0735591531

**Additional information**

Your hobbies	Reading,writing,singing,playing baseball,watching TV,
Driver licenses	None
Salary you wish	R3000 R per month
How much do you earn now	R0.00 R per month