



# Nthabiseng Jacob

Curriculum Vitae (CV)

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

Administration

Am a hard working fast learner and team oriented individual. Am a peoples person, well spoken and multitasker. I have computer skills, microsoft word and excel, graphic design and also have a class be drivers license

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1985-08-04 (40 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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 2015.12 iki 2019.12</b>
Company name	Dovone Nature of Christ TV
You were working at:	Managers
Occupation	Administrative Manager
What you did at this job position?	General management, Admin

## Education

Degree	Honours
Educational institution	University of Johannesburg
Educational qualification	Transitional Justice and research
I could work	Research assistant, Conflict resolution

## Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent

#### Computer knowledge

Windows, Mac OS, Microsoft Office, Excel. Adobe after effects, Adobe premier pro, adobe photoshop, adobe dreamweaver

#### Recommendations

Contact person	Jonah Mabushe
Occupation	Director
Company	Divine Nature of christ TV
Telephone number	0827693905
Email address	mabushejonah@gmail.com

#### Additional information

Driver licenses	B Light Vehicle $\leq$ 3,500kg
Driver license from	2010-09-00 (15 years)
Salary you wish	6000 R per month