



# Nokuthula Pride Matshika

Curriculum Vitae (CV)

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

I hereby looking for Administration job, I am confident that with my experience I have the knowledge and relevant skills to fulfil the position as require, as I'm eager to enhance and develop personally within your company I was employed as a receptionist and then got promoted to be an Financial assistance at Rock Mining Machines since August 2018. I am now Financial assistance in a very same company, and I believe am a top candidate for this position because:

- I can use switch bored and transfer calls, welcome client with a friendly manner, usher them to the relevant person, solve employee problems.
- I have particularly good computer skills, data capturing, problem solving, salary payments and I am also willing to learner new things.
- I work well under pressure; I have gained enough knowledge on how to solve any disputes politely and respectfully. I react quickly to situations and have good customer service.
- I will effectively perform all my tasks as required by your organization and maintain the standards and procedures defined by your company. My aim is to be part of the most successful team that is committed into making this company a success, that is why when given the opportunity I will do all my duties with perseverance, dedication, and loyalty.

Preferred occupation

Receptionist  
Administrative jobs

Receptionists  
Hotel jobs

Data capturers  
Administrative jobs

Restaurant managers  
Restaurant, bar service jobs

Preferred work location

Witbank  
Mpumalanga

Secunda  
Mpumalanga

Delmas  
Mpumalanga

Middelburg  
Mpumalanga

### Contacts and general information about me

Gender	Male
Residential location	Witbank Mpumalanga
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 2018.08 iki dabar</b>
Company name	Rock Mining Machines
You were working at:	Administrators
Occupation	Finacial Assistants
What you did at this job position?	Time Clockings, Data Capturing, Payroll, BEE Certificates, Invoices Capturing, Filling
Working period	<b>nuo 2018.06 iki 2018.08</b>
Company name	Loner Star Spur
You were working at:	Waiters, waitresses
Occupation	Waitres
What you did at this job position?	Taking food orders, Welcoming Customers, Serving Customers

### Education

Educational period	<b>nuo 2018.09 iki 2018.12</b>
Degree	Certificate
Educational institution	Centurion Academy
Educational qualification	Office Administrator
I could work	yes
Educational period	<b>nuo 2015.02 iki 2017.11</b>
Degree	Certificate
Educational institution	Nkangala Tvet College
Educational qualification	Hospitality
I could work	yes

Educational period                      **nuo 2014.02 iki 2014.11**  
Degree                                      Certificate  
Educational institution                  PC Training & Business College  
Educational qualification              End User Computing  
I could work                                yes

Educational period                      **nuo 2010.01 iki 2013**  
Degree                                      Grade 9  
Educational institution                  Witbank High School  
I could work                                no

#### Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	very good
English	very good	very good	good
Sepedi	basic	good	do not know

#### Computer knowledge

Spreadsheets – Using applications, such as Excel, to input, edit, calculate, and manipulate numbers and data

Databases – Storing numbers and data in a central location

Typing – The process of writing or inputting text, typically using a keyboard

#### Recommendations

Contact person	Helena Geyser
Mouse – Navigating a two-dimensional surface with a pointer, using a standalone mouse, touchpad, Occupation	Finacial Adviser
or touchscreen Company	Rock Mining Machines
Telephone number	0832322071
Internet – Using the internet to browse and research	
Email address	Helena@rockmining.co.za

Additional information respond with other users through the internet using an email application or

Your hobbies	Cooking
Driver licenses	None
Salary – Will the physical elements of the computer, including keyboards, cases, cables, screens, and touchpads do you earn now	5000 R per month
	3500 R per month

Word Processing – Using a text editing application, such as Notepad or Word, to write and modify text

Presentations – Creating engaging, visual presentations using applications like Prezi and PowerPoint

Graphics – Creating and manipulating visual elements