

CURRICULUM VITAE OF NOMSA SARAH MTHEMBU

PERSONAL DETAILS

Surname : Mthembu
Name : Nomsa Sarah
Identity Number : 9905261000088
Date of birth : 1999-05-26
Gender : Female
Home Language : Isizulu
Other Languages : English, Xitsonga, Portuguese, and Sesotho
Marital Status : Single
Criminal Offence : None
Driver's License : C1 (code 10)
Tax Number : 3665997163

CONTACT DETAILS

Physical Address : 811 Umusa Street
Kingsway
Benoni
1501
Contact Number : 062 387 9148/ 064 369 8365
Email Address : mthembunomsa554@gmail.com

EDUCATION

Name of School : Kingsway Secondary School
Highest Grade Passed : 12
Subject Passed : Isizulu (HL), English (FAL), Accounting, Business Studies,
Mathematical literacy, Economics, Life Orientation
Year : 2016

SKILLS

- Written Communication
- MS Office
- Google Workspace

- Problem Solving
- Good Telephone Etiquette
- Decision-making
- Data Entry
- Active Listening
- Teamwork and Coordination
- Flexible and adoptable
- Excellent Communication
- Analytical and Critical thinking

WORK EXPERIENCE

2022 – PRESENT

BUSINESS ADMINISTRATION

HITACHI ENERGY (CORPORATE). LONGMEADOW

- Drafted professional memos, letters, and marketing copy to support business objectives and growth.
- Restocked supplies and submitted purchase orders to maintain stock levels.
- Routed business correspondence, documents, and messages to correct departments and staff members.
- Responded to inquiries from callers seeking information.
- Gathered, organized, and input information into digital database.
- Developed and updated tracking spreadsheets for process monitoring and reporting.
- Provided clerical support to company employees by copying, faxing, and filing documents.

2018 – 2019

CASHIER

THE HUB (RETAIL STORE). BENONI

- Helped customers complete purchases, locate items, and joined reward programs.
- Processed customer refund and exchanges according to established guidelines.
- Tallied cash drawer at the beginning and end of each shift.
- Mentored new team members on sales software system operation.
- Worked closely with shift manager to solve problems and handled customers.
- Replenished sales floor merchandise and organized shelves, racks, and bins for optimal appearance.

REFERENCES

Contact Person	: Charlene Isaacs
Position	: Manager
Contact Number	: +27 60 567 6439

 **REPUBLIC OF SOUTH AFRICA**
NATIONAL IDENTITY CARD

Surname: MTHEMBU
Names: NOMSA SARAH
Sex: F
Nationality: RSA
Identity Number: 9905261000088
Date of Birth: 26 MAY 1999
Country of Birth: RSA
Status: CITIZEN

Signature: 



Conditions: This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 88 of 1997
Date of Issue: 20 MAR 2018

If found please return to the Department of Home Affairs
For enquiry or verification purposes contact: 0800 80 71 80

 106527899






REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

NOMSA SARAH MTHEMBU

Identity number: 9905261000088

Exam number: 2014/22470111

Subject	%	Achievement level
IsiZulu Home Language	66	5
English First Additional Language	61	5
Mathematical Literacy	45	3
Life Orientation	72	6
Accounting	30	2
Business Studies	71	6
Economics	49	3
*****	***	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2014

N. S. Mthembu
Chief Executive Officer

070 7403 5067 S



UMALUSI



South African Council for Quality Assurance in
General and Further Education and Training
1996-2016

0130496



Certificate of Completion

This is to certify that

NOMSA SARAH MTHEMBU

has completed a short course in
Financial Independence

Proudly brought to you by
Truth About Money - A 1Life Initiative

National Executive

Awarded on November 3, 2020

In partnership with.

