

CURRICULUM VITAE

MATHUTO CONSTANCE NGCOBO

PERSONAL INFORMATION

Full Name: Mathuto Constance Ngcobo
ID Number: 0609150266086
Date of Birth: 2006/09/15 (19 years)
Gender: Female | Nationality: South African
Address: 16637 Palm Ridge Ext 9, Katlehong, 1458
Phone: 066 357 7615 | 079 320 8835 (Alt)
Email: ngcobomathuto6@gmail.com
Driver's License: None | Criminal Record: None

EDUCATION

2025 - Matric - Diploma Pass
Sijabulile Secondary School, Katlehong
Subjects: Tourism, Business Studies, Mathematical
Literacy, Life Orientation, Sesotho HL, English FAL

SKILLS & COMPETENCIES

- Customer Service & Communication (Tourism background)
- Business Administration & Cash Handling
- Computer Literacy: MS Word, Excel, Email, Internet
- Good English (spoken & written) + Sesotho & Zulu
- Time Management & Punctuality
- Teamwork & Able to work under pressure
- Attention to detail & Willing to learn fast
- Sales and Marketing basics

CAREER OBJECTIVE

Hardworking and motivated 19-year-old female with Matric Diploma Pass (2025) seeking entry-level position in Retail, Administration, Tourism, Logistics or General Worker. Available immediately and willing to work shifts, weekends & overtime. Eager to gain experience and grow in the company.

REFERENCES

1. Mrs Ngcobo (Sister) - 079 320 8835
2. Sijabulile Secondary School - Principal
Available on request