



# Gaongalelwe Georginah Machwisa

Curriculum Vitae (CV)

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

Administration Officer

I'm currently working as Operations Manager . Currently on 2nd year of acquiring Bachelors of Business Administration, I hold Diploma in Management Assistant, Advanced programme in office management with distinction, Office Management programme and Labour Relations management from UNISA & Office Administration from INTEC College and I hold senior certificate from Boitshoko high school.

I have code 8 drivers license and own transport. I have supervisory skills. I'm a hard worker and I go an extra mile. I'm attentive to details, punctual and a team worker. I' can work under pressure and dont need supervision. I'm willing to learn new things and I'm a fast learner.

Preferred occupation	Administrators
	Administrative jobs
	Operations Clerk
	Administrative jobs
Preferred work location	Pretoria / Tshwane
	Gauteng

## Contacts and general information about me

Day of birth	1983-11-18 (42 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>

## Additional information

Salary you wish	18000 R per month
How much do you earn now	15000 R per month